

* HOSTING A REUNION *

So, you are thinking about hosting a reunion? How do you get started? Here are some tips to assist you in making that decision and how to go about it.

First and foremost, it is essential that you have the time to do all the things that are required to host a successful reunion. If you are committed to other clubs and organizations which may take more time than you anticipated, it might be wise not to take on an additional task of a reunion. It all depends upon how organized you are.

Second, when is the best time to hold a reunion? Generally, this would be some time between late June and early August. This is due to some members having children or grandchildren in school and, to some extent, work schedules.

Third, what would the reunion have in the way of events? Typically, we have:

- Tours of interesting places; i.e, historic battle sites, historical military museums, museums in general, etc.
- A picnic or an evening social such as a dinner with no host cocktails. Picnics could be held in conjunction with a tour. Evening socials could be held at the headquarters hotel or, better yet, at some restaurant.
- A memorial service, again usually tied in with a tour.
- An annual meeting scheduled for at least an hour. It can be held in conjunction with a tour or on a morning not having something else scheduled.
- A banquet which would consist of a cocktail period followed by dinner, remarks from a guest of honor and raffle.

Lastly, time lines on which to make your plans is essential to getting everything done in time.

Contracts. Making contracts with the hotel, banquet facility and transportation company, as necessary, is essential to be completed no later than 31 January in order that the registration form is ready for publishing in the association newsletter, on the web site and any special mailings required.

Publicizing. It is also necessary to get the word out to the various veteran organizations as early as possible, but no later than 31 December. They need long lead times for their respective publications which are monthly and quarterly. All you need for them to publish is: name of reunion, dates of reunion, location of reunion and the name of point of contact with phone number and e-mail address.

Hotel. This should be negotiated as early as possible. Contractual items should include: number and type of rooms; i.e., kings, queens, doubles, smoking and non-smoking, and handicapped; the Saturday night banquet room and meal plus no host bar; hospitality suite or room [preferably a complimentary setup] with the right to have snacks and beverages of all types in that room; and, meeting rooms for both board and general meetings. The 2/4 Association Board of Directors should have the opportunity to review the proposed contract before you sign it. There may be something that you miss that they will see, which protects you, the Association and the hotel.

Saturday night banquet. If the banquet is to be held in a place other than the hotel, this must be negotiated. Remember to include a no-host bar, podium and microphone. It is also important to come up with a guest of honor early on. The Association usually picks up the cost of their room and meals, so this must be incorporated in your budget planning.

Transportation contract. This should be negotiated for any transportation required for tours and trips to/from the hotel.

Reunion shirts. Our Treasurer generally takes care of contracting for reunion shirts, but it is important to coordinate with him in order that the types and prices of shirts are available to put on the registration form.

Registration packets. Once the items above have been taken care of, it is important to set up a spread sheet for keeping track of attendees and what they have paid for in the way of meals, shirts, transportation, etc. It is recommended that you keep a file folder on each person in which you can put a schedule of events, their tickets, information of the area, an area map(s), things to do during off time, etc. When they check in, these folders can be handed to them.

Signage. If the hotel is willing, ask them for permission to put a welcome on their marquee outside, and also banners or posters inside the hotel telling attendees where to go for various events. A registration desk in the lobby would be helpful.

Getting the word out. Connect with the most recent reunion host to get their information on how best to put the word out to the veteran community.

Miscellaneous. You can tailor make a check list of things you need to do from the list provided below. You can never be too organized. Do not take anything for granted. Double check things so that you won't be surprised at the last minute. Remember the 7 "P's." Proper Prior Planning Prevents Piss Poor Performance. Also, have a good time and don't let things overwhelm you. Others can help when you need them. Don't be afraid to ask.

Once you commit to the process you will, of course, want to make it a memorable one. It is best if you form a committee to assist you. This committee may consist of other association members you know, family members and/or friends living in your area. While it is possible to do everything yourself, it is easier to have help so that you can focus on the overall task. A check list is presented below to offer ideas on what needs to be accomplished.

* LIST OF THINGS TO DO *

TIME LINES:

- December - Complete contractual process with hotel for room block and banquet.
- December - Complete planning for reunion shirts; i.e. design, supplier, types of shirts and prices.
- January - Complete registration form, and submit to the Sea Horse Editor and Web Sergeant for putting out to membership.
- April - Complete ordering for shirt order.
- June - Sign ups completed.

HOTEL ACCOMMODATIONS:

- Decide upon hotel to use
- Reserve block of rooms [king, queens, doubles, smoking, non-smoking] and make a contract with the hotel keeping in mind cost
- May need to reserve a room for the guest of honor [paid by Association]
- Ask for complimentary hospitality suite
- Ask for permission to have snacks and beverages in hospitality suite
- Suggested snacks and beverages for hospitality suite [not locked in stone]:
 - Beer & non-alcohol beer
 - Wine - cabernet & chardonnay
 - Ice - hotel
 - Water - hotel
 - Sodas - Coke, Diet Coke, Pepsi, Diet Pepsi, 7-Up, Diet 7-up, tonic
 - Platters of cold cuts, rolls, paper & plastic, and condiments [if desired for one day only - maybe Wednesday evening]
 - Chips & dips - Ruffles, Saltitas, salsa, southwestern, ranch
 - Nuts - almonds, cashews
 - Pretzels
 - Wine opener
 - Plastic cups
 - Napkins
 - Liquor - Jack Daniels bourbon, Famous Grouse scotch
- Ask hotel for a room to hold a board and general meeting
- Speaker/microphone system for meetings

BANQUET:

- Work with the hotel or restaurant to come up with a banquet for Saturday evening
- Ask hotel/restaurant to set up small table with setting for one to remember those not here [Sgt-at-Arms will assist in setting the table]
- Ask hotel/restaurant for extra tables as desired for raffle prizes, etc.
- Ensure there is a host or no-host bar, as desired, for social and banquet
- Speaker/microphone system for banquet
- Table decorations for banquet
- Procure a guest of honor/speaker [CO, 2/4 or a Marine of interest generally]
- Gift basket for guest speaker [if desired]
- Obtain a biography & picture from the guest speaker
- If possible, obtain a color guard [preferably Marine]
- American flag and stand for annual meeting, memorial service and banquet

- Program for the banquet:
 - Lineage, coat-of-arms of 2nd Bn, 4th Mar, histories
 - Opening ceremony - present the colors
 - Biography & picture of the guest speaker
 - Play / sing national anthem
 - Play / sing The Navy Hymn [include at back of program] - optional
 - Play / sing the Marines Hymn [include at back of program] - optional
 - Welcome by President
 - Chaplain gives grace
 - Dinner
 - Introduction of guest speaker [include biography and a picture in program]
 - Presentation of "Wild Bill Weise Magnificent Bastard Award"
 - Introduce new officers and staff
 - Raffle - optional
 - Closing

- Raffle [This has been done most reunions, but is not required. It is a way to make a little money for the Association]
- Plaques for special association members and guests as President desires [discuss with him first]

SOCIAL EVENT / PICNIC:

- Decide on whether or not to have an evening social and / or picnic and where [this would generally be on a Thursday or Friday]
- A tour of an historic site or a military related museum / venue is appropriate

MEMORIAL SERVICE:

- Pick a memorial service site, if not at the hotel
- If possible, obtain a color guard [preferably Marine]
- Speaker/microphone system for memorial service
- Program for memorial service:
 - Coat-of-arms of 2nd Battalion, 4th Marines
 - Opening Comments
 - Sound Attention
 - Present the colors with color guard
 - National anthem
 - Prayer
 - The Navy Hymn [back of program] - optional
 - Marines Hymn [back of program] - optional
 - Scripture [as desired]
 - Remarks
 - Reading [“We Remember Them” by Robbi Jack Reimer]
 - Read list of those lost to us during the past year
 - Auld Lang Syne - optional
 - Closing prayer
 - Recessional - taps
 - Retire the Colors

TRANSPORTATION:

- Arrange / contract for a coach(es) to transport reunion participants to those venues requiring same

T-SHIRTS:

- T-shirts - Jim “Doc” Swann generally does this
- Send Jim shipping / receiving / contact instructions to hotel for him to ship shirts before the reunion to someone who can hold them for us

GET THE WORD OUT:

- Put ads in veterans magazines
- Make signs for hotel lobby
- Ask hotel/restaurant to put a “Welcome 2/4 Association” on front marquee.
- Send reunion information, schedule of events and registration form to Web Sergeant for inclusion on the association web site and to the Sea Horse Newsletter Editor for inclusion in the newsletter.

REGISTRATION:

- Registration packets
 - Table in lobby - hotel will provide
 - Name tags & holders
 - Schedule of events
 - Points of contact
 - Maps
 - List of restaurants and services nearby
 - Public transportation schedule

- Have extra registration forms on hand for late people
- Have extra schedules of events
- Have membership applications and membership cards on hand
- Need \$100 in change
- 2 Ice chests

Feel free to talk to the hosts of previous reunions about any issue about which you are not sure. There are lists of veterans organizations, battalion logos, old programs, etc. available from previous hosts which can assist you in your planning.