Dear Reunion Coordinator:

Thank you for volunteering to coordinate your class reunion. This reunion-planning packet will help you with the details of planning your event. We recommend beginning early to have the best choices for you and your classmates. You will find a copy of your class list attached to enable you to contact your classmates for help and ideas.

Traditionally, the class reunion dates are coordinated in conjunction with the Oregon Dental Conference, April 12-14, 2012 at the Oregon Convention Center. As in past years, most of the class reunions are scheduled for either Friday (April 13) or Saturday (April 14). One reunion weekend event to tell your classmates about is the Alumni Association Annual Meeting and Awards Luncheon on Saturday, April 14 at the Oregon Convention Center from 11:30am to 1pm.

On the next page you will find an outline of how the Alumni Relations Program will help you in the planning process and what exactly you will need to coordinate your reunion. If you have any questions, please call the Alumni Relations Program at (503) 552-0708; toll free at (800) 462-6608, via email at sdalumni@ohsu.edu; or by mail at 1121 SW Salmon Street Suite 100, Portland, OR 97205.

To help us keep your class information current, please notify the alumni office of any changes of address that you encounter during the reunion planning process.

We look forward to helping you create a wonderful reunion!

Lauren Shatz
Assistant Director, Alumni Relations
OHSU Foundation
503-552-0708
Reunion Coordinator Responsibilities

- Identify reunion date and location
- Manage contracts and final settlement with venue, caterer and other vendors
- Set ticket price (with the assistance of the Alumni Relations Program)
- Draft a letter of invitation for distribution by the Alumni Relations Program
- Contact classmates and encourage attendance
- Send class contact information updates to the Alumni Relations Program
- Secure entertainment and decorations
- Create and manage class Facebook event page

OHSU Alumni Relations Program Reunion Responsibilities

- Provide most current class list
- Advise on appropriate event locations in Portland area
- Prepare and send Save the Dates and Reunion Invitation/Registration packs
- Manage Reunion RSVPs: Alumni Relations Program will collect payment
- Set up electronic registration
- Publicize reunion details on School of Dentistry Alumni website
- Promote and publish reunion details in appropriate OHSU publication
- Issue reimbursement for reunion expenses to reunion coordinator
- Coordinate appropriate School representation if appropriate
- Arrange for tour of Marquam Hill or other campuses as appropriate
- Take and make available class photo (local reunions only)
- Provide class directory upon request
- Print nametags and/or table tents
- Compile photo album in accessible online format
Reunion Timeline

Six Months Before Reunion

◊ Review class list and contact classmates via phone or e-mail about their interest in attending a reunion. If you send an email survey to classmates a response deadline of 10 days is usually sufficient to find out if and where they’d like to have a reunion. Collect responses and decide on a date and general location.

◊ Let the Alumni Relations Program know of any address changes.

◊ Once you determine a date, the Alumni Relations Program will produce a Save-the-Date email or postcard and send to your classmates.

Five Months Before Reunion

◊ Decide on the type of event: will you be having a cocktail reception, sit down meal or a buffet? Depending on the venue, an outside caterer may be required. Most hotels require that you use their caterer.

◊ Decide on a venue. Depending on the number of people attending the reunion you can decide on whether you want a private room or be in a common area. Check to see if the venue requires a deposit. Most locations require a deposit to reserve a private room— see pages 8-9 for suggestions.

◊ Choose a menu. Remember if you choose to host drinks this increases the per person cost.

◊ Determine your budget. When determining the price to charge per person, please remember to include the following costs:
  • Brunch, lunch, dinner or unique event
  • Entertainment
  • Florist, party favors
  • Decorations
  • Gratuity
  • Set-up charge
  • Any other costs incurred

◊ Photographer Needs: If your reunion is held at a downtown Portland location the Alumni Relations Program will provide a photographer to take a class picture. The class picture will be on the Alumni website and in available alumni publications if appropriate. If you choose to have your reunion outside of the Portland Metro area, please contact the Alumni Relations office if you have any difficulty in providing your own photography. Class photos (including names of people pictured) can be sent to sdalumni@ohsu.edu.
Four Months Before Reunion

◊ Invitations: The Alumni Relations Program, with your help, will produce and mail an invitation to your classmates. RSVPs and payments will be managed by the Alumni Relations Program. Information needed for the invitation will include: date, time, location, ticket price, person, entrée choice (if applicable), and any important parking information.

◊ Reunion Coordinator will write an invitation letter and provide it to Alumni Relations Program to include in class reunion packet.

Three Months Before Reunion

◊ Encourage classmates to register for the class reunion with the Alumni Relations Program. You may want to recruit a small committee to assist in making personal phone calls.

Two Months Before

◊ Email confirmations sent to classmates who have RSVPd by the Alumni Relations Program. Update Alumni Relations Program of any last minute directions or corrections that were not in the invitation so that they can be included in the confirmation.

◊ Forward any RSVPs you receive to the Alumni Relations Program.

◊ Contact classmates who haven’t sent in their RSVP card.

One Month Before

◊ Coordinate with Alumni Relations Program whether you want nametags or table tents for your reunion.

One Week Before

◊ Call to confirm everything with your vendors. This includes the venue, caterer, florist, etc.

◊ Pick up table tents or nametags from the Alumni Relations Program.

Reunion Day

◊ Set up any decorations and collect any outstanding registration fees.

After the reunion

◊ Pay the bill(s).

◊ The Alumni Relations Program will issue a reimbursement check to the Reunion Coordinator up to the maximum value of registration income received. Please keep your receipts.

◊ Send a few pictures and any notes about your reunion and any class updates to the Alumni Relations Program.

◊ Send the Alumni Relations Program all receipts in order to facilitate reimbursement.
Hello Class of 1996!

I hope everything is going well for all of you. It’s hard to believe that it’s been 15 years since our graduation from dental school! Where does the time go?

The Alumni Office has reminded me that the 15 year mark is often celebrated with a reunion of sorts, and has offered to help organize a meeting for us if there is a large enough interest. I, for one, think that it would be great for us to get together as a class to reconnect with each other and our families. We are proposing to meet on the evening of Saturday, April 9 (after the ODA Annual Meeting). The cost will vary, depending on the turnout, but will assuredly be well worth the memories.

However, it is very important that I hear back from you prior to March 21, so that the arrangements can be finalized by the proposed date of April 9th (if we do not have enough RSVP’s, then we will have to wait until our 20 year reunion). I sincerely hope that all of you are able to bring your families and join us.

Save the Date: Saturday, April 9, 2011
Class of 1996
15 Year Celebration

Please respond with the number of attendees from your family as soon as possible to:

DrBarryEndo@gmail.com

Or
My office phone: (503)-718-0095

Again, I think this is a great opportunity for us to reconnect and celebrate our first 15 years, and I certainly look forward to seeing all of you on April 9.

Sincerely,

Scott L. Barry
Sample Save the Date

Sending information to your class early is key to a successful reunion. Your classmates need to know when the reunion is in order to keep their calendars free and to make travel arrangements. General information will be published on the Alumni Association website (www.ohsu.edu/sod/alumni), but informational mailing from you is important.

As soon as you have decided on the date of your class reunion, the Alumni Relations Program staff can prepare and send a Save the Date postcard on your behalf. We advise sending a Save the Date announcement at least six months before the reunion.

SAVE THE DATE
OHSU School of Dentistry
Class of 1991 Reunion

Friday, April 9th, 2011
7:30pm - 10pm
Sample Invitation

Don't miss our 35th Reunion!

Our celebration will be Friday, April 9, 2010 at 6pm

You are cordially invited to attend your Class of 1975 reunion:

OHSU School of Dentistry
2nd Floor Student Lounge
611 SW Campus Drive
Portland, OR 97239

$50.00 per person includes buffet dinner, gratuity, and drinks.

The evening’s program includes Dr. Brian Hollander’s presentation on Life in Nepal.

Traditionally, class reunions have taken place on the weekend of the ODA Convention in Portland (April 8th to 10th, 2010) to allow for the greatest attendance. Another mailing will follow in a few weeks, giving you more details on the 2010 Alumni Association Annual Meeting and Awards Luncheon. While you are in town for the conference, I hope you will join us for our Class of 1975 reunion.

To reserve your place at our 35th reunion, please send me your check payable to William Bonniksen before the deadline, March 31, 2010. If you have any questions, contact me at (503) 559-8797 or by email at wbonniksen@comcast.net

Don’t delay! Your check made out to William Bonniksen confirms your reservation. Send your check and the enclosed reservation form to me:

William Bonniksen, D.M.D.
1610 Fir Street S
Salem, OR 97302

Now I have a special favor to ask of all of you. I need any memorabilia such as pictures, stories, instruments, etc. that you have from our years in dental school that we can use to make the program fun and interesting. Let me know if you have any items. I need them before the reunion.

Also enclosed is a class reunion update form, which I hope everyone will fill out and mail back ASAP. Please return this form to the Office of Alumni and Development at the OHSU School of Dentistry in the enclosed envelope.

I look forward to seeing you at our reunion,

Bill Bonniksen
## Potential Reunion Venues

<table>
<thead>
<tr>
<th>Venue</th>
<th>Category</th>
<th>Address</th>
<th>Contact</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Hoyt</td>
<td>Restaurant</td>
<td>529 NW 23rd Avenue Portland, OR 97210</td>
<td><a href="mailto:events@23hoyt.com">events@23hoyt.com</a></td>
<td>30-60</td>
</tr>
<tr>
<td>Andina</td>
<td>Restaurant</td>
<td>1314 NW Glisan Portland, OR 97209</td>
<td>Jennifer Anderson at (503) 228-9535</td>
<td>16-50</td>
</tr>
<tr>
<td>Avalon Hotel and Aquariva</td>
<td>Hotel Restaurant</td>
<td>455 SW Hamilton Ct Portland, OR 97239-4200</td>
<td><a href="mailto:groups@avalonhotelandaquariva.com">groups@avalonhotelandaquariva.com</a></td>
<td>8-120</td>
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<tr>
<td>Benson Hotel</td>
<td>Hotel</td>
<td>309 SW Broadway Portland, OR 97205</td>
<td><a href="mailto:catering@bensonhotel.com">catering@bensonhotel.com</a></td>
<td>10-400</td>
</tr>
<tr>
<td>Blue Hour</td>
<td>Restaurant</td>
<td>250 NW 13th Avenue at Everett Street Portland, Oregon 97209</td>
<td><a href="mailto:events@bluehouronline.com">events@bluehouronline.com</a></td>
<td>up to 60</td>
</tr>
<tr>
<td>Bridgeport Brewing Company</td>
<td>Restaurant</td>
<td>1313 NW Marshall St. Portland, OR 97209</td>
<td>Events Manager (503) 241-7179 ext. 310 <a href="mailto:events@bridgportbrewing.com">events@bridgportbrewing.com</a></td>
<td>Up to 100</td>
</tr>
<tr>
<td>Doubletree Hotel Lloyd Center</td>
<td>Hotel</td>
<td>1000 NE Multnomah Portland, OR 97232</td>
<td></td>
<td>Up to 1100</td>
</tr>
<tr>
<td>Embassy Suites Downtown</td>
<td>Hotel</td>
<td>319 SW Pine St Portland, OR 97204</td>
<td></td>
<td>Up to 220</td>
</tr>
<tr>
<td>Governor Hotel and Jakes Grill</td>
<td>Hotel Restaurant</td>
<td>614 SW 11th Avenue Portland, OR 97205</td>
<td>(503) 224-3400</td>
<td>Up to 450</td>
</tr>
<tr>
<td>Heathman Hotel</td>
<td>Hotel</td>
<td>1001 SW Broadway Portland, OR 97205</td>
<td>(503) 241-4100</td>
<td>10-150</td>
</tr>
<tr>
<td>Hotel Deluxe and Gracie’s Restaurant</td>
<td>Hotel Restaurant</td>
<td>729 SW 15th Ave Portland, OR 97205</td>
<td>Sarah Bohlin (503) 219-8626 <a href="mailto:sales@hoteldeluxeportland.com">sales@hoteldeluxeportland.com</a></td>
<td>Up to 80 for plated service</td>
</tr>
<tr>
<td>Irving Street Kitchen</td>
<td>Restaurant</td>
<td>701 Northwest 13th Avenue Portland, OR 97209</td>
<td>Annie Cooper <a href="mailto:annie@irvingstreetkitchen.com">annie@irvingstreetkitchen.com</a></td>
<td>Up to 80 for plated service</td>
</tr>
<tr>
<td>Kennedy School</td>
<td>Unique</td>
<td>5736 N.E. 33rd Ave. Portland, OR</td>
<td>Group Sales (503) 288-3286 <a href="mailto:salesken@mcmenamins.com">salesken@mcmenamins.com</a></td>
<td></td>
</tr>
<tr>
<td>Meriwether’s</td>
<td>Restaurant</td>
<td>2601 N.W. Vaughn Street Portland, OR 97210</td>
<td>Events &amp; Private Dining (503)228-1250 <a href="mailto:events@meriwethersnw.com">events@meriwethersnw.com</a></td>
<td>10-300</td>
</tr>
</tbody>
</table>
| **Multnomah Athletic Club** | **Club** | **1849 SW Salmon St**  
Portland, OR 97205  
www.themac.com | **Must go through Member** |
|-----------------------------|---------|-------------------------------------------------|---------------------------|
| **OMSI** | **Unique** | **1945 SE Water Ave**  
Portland, OR 97214  
www.omsi.edu | **Event Sales**  
(503) 797-4671  
Up to 250 |
| **Oregon Zoo** | **Unique** | **4001 SW Canyon Rd**  
Portland, OR 97221  
www.oregonzoo.org/Catering/catering.htm | **Special Events**  
(503) 220-2789  
zoocatering@oregonzoo.org  
25-800 |
| **Paragon Restaurant & Bar** | **Restaurant** | **1309 NW Hoyt St**  
Portland, OR 97209  
www.paragonrestaurant.com | **Andre'a Delyria**  
(503) 833-5060  
andrea@paragonrestaurant.com  
20-150 |
| **Pazzo Ristorante** | **Restaurant** | **422 SW Broadway**  
Portland, OR 97205  
www.pazzo.com | **Heather Seethoff**  
(503)412.6313  
heather.seethoff@pazzo.com  
Up to 150 |
| **Portland City Grill** | **Restaurant** | **111 SW 5th Ave, 30th Floor**  
Portland, OR 97204  
www.portlandcitygrill.com | **Alyssa Dodge**  
(503) 525-5260  
adodge@r-uv-i.com  
8-150 |
| **Portland Spirit River Cruises** | **Unique** | **110 SE Caruthers**  
Portland, OR 97213  
www.portlandspirit.com | **Molly Olson**  
(503) 224-3900  
sales@portlandspirit.com  
25-350 |
| **River Place Hotel and Three Degrees Restaurant** | **Hotel Restaurant** | **1510 SW Harbor Way**  
Portland, OR 97201  
www.RiverPlaceHotel.com | **Special Events**  
(503) 423.3112  
10-200 |
| **Riverside Golf and Country Club** | **Club** | **8105 Northeast 33rd Drive**  
Portland, Oregon 97211  
www.riversidegcc.com | **Gilbert de Best**  
(503) 288-6468  
debest@riversidegcc.com  
250 |
| **Rock Bottom Brewery** | **Restaurant** | **210 SW Morrison**  
Portland, OR 97204  
www.rockbottom.com | **Dede Wilson 503.796.0723 portland.banquets@rockbottom.com**  
Up to 100 |
| **Uptown Billiards Club** | **Club** | **120 NW 23rd Ave**  
Portland, OR 97210  
www.uptownbilliards.com | **Jenn**  
(503) 226-8980  
stephanie@uptownbilliards.com  
10-240 |
| **Urban Farmer** | **Restaurant** | **525 SW Morrison St.**  
Portland, OR 97204  
http://www.urbanfarmerrestaurant.com/ | **Kara Sherman (503) 802-4642 kara.sherman@urbanfarmerrestaurant.com**  
Up to 30 |
| **Wildwood Restaurant and Bar** | **Restaurant** | **1221 Northwest 21st Avenue**  
Portland, OR 97209  
http://www.wildwoodrestaurant.com | **Shelly Jones (503) 225-0130 shelly@wildwoodrestaurant.com**  
Up to 40 seated  
Dinner, 50 Reception |
| **World Forestry Center** | **Unique** | **4033 SW Canyon Rd**  
Portland, OR 97221  
www.worldforestry.org | **Event Sales Department**  
503-488-2101  
35-1,000 |