



Mentone Girls' Grammar School (MGGS)

Old Girls' Club (OGC)

Reunion Booking Form

Thank you for your interest in holding a reunion for past students from Mentone Girls' Grammar School (MGGS)

Contact Details

Reunion year group: _____

Name of reunion organiser/s: _____

Name of primary contact for communication with MGGS: _____

Phone: _____ Mobile: _____

Email: _____

AGREEMENT: I have read the attached Reunion Terms and Conditions and agree to adhere to the roles and responsibilities outlined as the nominated Reunion Organiser. (please tick if agree)

Print Name: _____ Signature: _____ Date: _____

Function details

Proposed dates (please provide three alternative dates): _____

Proposed Time for Tour and pre-dinner/lunch drinks at the School: _____

Proposed external venue for dinner/lunch and/or other activities: _____

Contact Us

Please send your booking form to: oldgirls@mentonegirls.vic.edu.au

Fax to: (+61 3) 9581 1299, or post to:

Attention: Marilyn Wiber (OGC)
Mentone Girls' Grammar School
11 Mentone Parade, Mentone VIC 3194

If you require any further information on holding a reunion please contact Marilyn on (+61 3) 9581 1200



Mentone Girls' Grammar School (MGGS)

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Reunion Terms and Conditions

MGGS OGC Roles and Responsibilities

- MGGS OGC agrees to provide support of up to \$250 each for five key reunions every year: 1, 5, 10, 20 and 30 year groups. (Additional support for other significant year groups eg 15, 25, 40 or 50 is to be allocated at the discretion of the OGC President).
 - The \$250 allocation will include payment for the printing and mailing of invitations as well as any refreshments consumed on-campus as part of the reunion event (see below for details).
- MGGS will agree to send invitations to all active members of the reunion year group (that is, all past students who have a current mailing address on the MGGS database).
- At the end of each year, MGGS will send a letter to the Head Girl and/or deputies from the five key reunion years which are to occur in the following year (if contact information is available) encouraging them to organise a reunion or contact other people from the year group to do so.
- MGGS will provide a small number of invitation templates. These may be adapted for use or organisers can develop their own invitation - this **MUST** be approved by MGGS and the OGC.
- MGGS will provide a tour of the School to reunion groups who hold their events Monday – Friday evening or Saturday lunchtime.
- MGGS will promote the event on the official MGGS Facebook site and through the OGC e-newsletter which will be sent out twice a year (March/April and July/August).

Reunion Organiser/s Roles and Responsibilities

- Reunion organiser/s to provide a primary contact to MGGS for the reunion event.
- Reunion organiser/s to provide a write-up and at least one good quality photo (resolution 300dpi) from the reunion which may be published in the MGGS Well RED Magazine, Website or Facebook.
- Organiser/s to develop an appropriate reunion invitation, either using one of the templates provided by MGGS or an appropriate alternative. Invitations must be approved by MGGS and the OGC prior to distribution.
- Organiser/s to provide updated contact details of all respondents and attendees to MGGS to update the School's database.
- Organisers to provide three alternative dates for their reunion that can be checked against the School calendar.
- Reunions for years 1 and 5 to have an optional tour.
- Reunions for years 10, 20, 30 (or other groups 10 years onwards) must include a tour of the School.
- OGC supported reunions are to commence at the School with a tour (1 and 5 Year Reunions tour optional) followed by pre-reunion drinks and nibbles in one of the School's function spaces (must conclude no later than 8pm Monday to Friday or 1pm Saturday). Guests will then make their own way to an **offsite** venue chosen by the reunion organiser/s for dinner/lunch or other activities.
- For all sanctioned reunion events the MGGS OGC will contribute up to \$250 only. This must cover any postage costs as well as any refreshments consumed on-campus. Any remaining funds will be given to reunion organiser/s to use for any aspect of the reunion that they see fit.
- MGGS takes no responsibility for external bookings, catering or any other associated services and costs. This remains the responsibility of the reunion organiser/s and all payment collection from attendees is the responsibility of the organiser/s.