

Before you can send out any invitations, you must choose a venue to hold your reunion. On Deck Sports Bar has ample space for people to mingle. Some restaurants have party rooms; we have 10,000 square feet of event space with the largest outdoor patio in Portland. On Deck can host parties for up to 300 guests and have affordable options for almost any budget. Keeping your ticket price down means more people will attend your reunion!

Holding your event at a restaurant is convenient because you don't have to worry about providing food and drink. From after dinner cocktail receptions to a fully catered buffet, On Deck Sports Bar provides a large array of options and no 'rubber chicken' meals. Our ingredients are quality, locally sourced and prepared by our in-house chef that specializes in fun, casual meals full of flavor and sure to please all palates.



REUNIONS & EVENTS

We offer free reunion planning assistance!

Portland's Premier Sports Bar

ON DECK

Sports Bar and Grill

910 NW 14th Ave Portland, OR 97209 (503) 227-7020
catering@ondecksportsbar.com www.ondecksportsbar.com

our tips for your REUNION

PLAN IN ADVANCE

On Deck and many other venues fill up fast! In order to ensure adequate time to plan, give attendees advanced notice to make travel arrangements and secure your date right away. We recommend that you start planning your reunion 1 year in advance - but it can certainly be done with less time!

FORM A REUNION COMMITTEE

Don't let organizing the reunion be all that you do in your free time. Locate dedicated individuals to help this planning venture. By delegating, no one role will seem too daunting. Just make sure one lead is assigned to managing the committee and one lead to managing the finances.

SET UP MONTHLY MEETINGS

Schedule a time to touch base with the committee every month. Utilize tools like Google Video Chat and conference call lines, which will help with time constraints. Also, make sure there is an agenda so meetings are run efficiently.

OUTLINE ALL TASKS AND RESPONSIBILITIES

There are a lot of details that go into planning a reunion and writing down all of these event to-do's will help the team with their personal duties.

CREATE A TIMELINE

Take the list of all the tasks and break down the needs for each assignment month by month. Once your timeline is complete, assign one member of your planning committee to each item.

PREPARE AN ESTIMATED BUDGET

Create a breakdown of everything you'll need for the event. Include items both large, like the catering costs, and small, like name badges. Approximate how many classmates will attend and assign a ticket cost in order to break even. Allow for a little wiggle room should you get a smaller turnout than expected. We recommend pricing tickets lower for "advance purchase" that expires 2 months before reunion. After that date, raise the price \$5 or \$10 per ticket and add an additional \$5 for day of event

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purchase. This encourages people to buy their tickets early, which helps you know how many guests to expect!

FINALIZE ALL OF THE BIG DETAILS

Date, venue (On Deck, check that one off the list!), menu, format, ticketing platform, entertainment, budget, lodging, rentals, decor, photographer, registration, and event staffing.

CREATE THE INVITE LIST

Finding everyone from a graduating class isn't always an easy task. To help with the process, create a reunion Facebook group, grab a yearbook and start searching for contacts on Facebook and LinkedIn. Utilize current contacts to find missing guests.

MARKET YOUR EVENT

Once all of the details are in order, plan how to get this information out to the potential attendees. Some initial suggestions are to create a website with all of the event information, send out digital invitations and reminders, post to social media sites like Facebook or Twitter, or send out physical postcard invitations.

COMPOSE THE FINAL DETAILS

Keep track of final RSVP numbers and food allergies, start finalizing the budget, secure your rentals, prepare the day of schedule and work with On Deck to finalize the catering and bar selections.

Enjoy!

Spend the day setting up for the event with the committee and prepare for a fun evening with help from our friendly On Deck staff!

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