



Rockhampton Girls  
Grammar School  
Est. 1892

# Guidelines for organising a reunion



These guidelines have been developed by the RGGGS Old Girls' Association Inc. (OGA) to assist Old Girls of the School to engage with their alumni group for class reunions.

<p><b>Step 1</b></p>	<p><b>Organise a Committee:</b></p> <p>Enlist the assistance of three or four individuals from your peer group to establish a Reunion Committee who can share the workload of your event and give it the best opportunity for success.</p>
<p><b>Step 2</b></p>	<p><b>Decide on a date and venue:</b></p> <p>Consider timing your reunion date with a school event such as Foundation Day (April), Gaia Festival (May), RGGGS Race Day (June), RGGGS Art Exhibition (August), RGGGS Music Gala (October), RGGGS Speech Night (November).</p> <p>For RGGGS Race Day bookings, contact Veronica Goddard: Email: <a href="mailto:V.Goddard@bloomhearing.com.au">V.Goddard@bloomhearing.com.au</a> Phone: 07 4936 1934</p> <p>The School is able to assist with those reunion groups who would like to live-in to once again experience boarder life. To ascertain costs and available dates, contact:</p> <p>Facilities Manager, Rob Fay Email: <a href="mailto:facilitiesmanager@rggs.qld.edu.au">facilitiesmanager@rggs.qld.edu.au</a> Phone: 07 4930 0901</p>
<p><b>Step 3</b></p>	<p><b>Advertise:</b></p> <p>Advertise your reunion widely through social media: RGGGS Facebook, RGGGS Alumni Group, RGGGS Old Girls Facebook and the OGA newsletter <i>Chit Chat</i>. Contact:</p> <p><b>RGGGS Facebook:</b> <a href="http://www.facebook.com/GirlsGrammar">www.facebook.com/GirlsGrammar</a> <b>RGGGS Alumni:</b> <a href="https://www.facebook.com/groups/321465178288142/">https://www.facebook.com/groups/321465178288142/</a> <b>OGA Facebook:</b> <a href="http://www.facebook.com/RGGSSOGA">www.facebook.com/RGGSSOGA</a></p> <p>For Facebook uploads, contact Enterprise Manager, Kim Dixon (Bredhauer): Email: <a href="mailto:enterprisemanager@rggs.qld.edu.au">enterprisemanager@rggs.qld.edu.au</a> - Phone: 07 4930 0964</p> <p>To publish your reunion details in the OGA newsletter <i>Chit Chat</i>, contact: Chit Chat Editor, Mrs Marilyn Watts (Elgar) Email: <a href="mailto:marilyn_m_watts@yahoo.com.au">marilyn_m_watts@yahoo.com.au</a> - Phone: 07 3283 7265</p>
<p><b>Step 4</b></p>	<p><b>Contact past students:</b></p> <p>Make contact with as many of your class group to spread the word of the reunion details. The OGA has a membership of over 1000 alumni and would be able to assist you with contact details for your year group. Contact:</p> <p><b>OGA:</b> Membership Secretary, Mrs Marilyn Watts (Elgar) Email: <a href="mailto:marilyn_m_watts@yahoo.com.au">marilyn_m_watts@yahoo.com.au</a> - Phone: 07 3283 7265</p>

<p><b>Step 5</b></p>	<p><b>Organise a School Tour:</b></p> <p>Rockhampton Girls Grammar welcomes past students back to the School and encourages ongoing connections with one another and the School. A tour of School's current facilities is of great interest to past students. To organise a School Tour and Morning Tea contact:</p> <p>Facilities Manager, Rob Fay  Email: <a href="mailto:facilitiesmanager@rggs.qld.edu.au">facilitiesmanager@rggs.qld.edu.au</a>  Phone: 07 4930 0901</p>
<p><b>Step 6</b></p>	<p><b>Invite past staff:</b></p> <p>Many of your teachers may be current serving staff or recently retired and who may be interested in attending your reunion. To include invitations to past staff, contact:</p> <p>Enterprise Manager, Kim Dixon (Bredhauer)  Email: <a href="mailto:enterprisemanager@rggs.qld.edu.au">enterprisemanager@rggs.qld.edu.au</a>  Phone: 07 4930 0964</p>
<p><b>Step 7</b></p>	<p><b>Memorabilia:</b></p> <p>The School and the OGA have a range of memorabilia for sale including wine glasses, umbrellas, 125 Celebrations Tawny Port, the School history book <i>The Wider View</i>, the coffee table book <i>125 Commemorative Edition</i> and other publications.</p> <p>Enterprise Manager, Kim Dixon (Bredhauer)  Email: <a href="mailto:enterprisemanager@rggs.qld.edu.au">enterprisemanager@rggs.qld.edu.au</a>  Phone: 07 4930 0964</p>
<p><b>Step 8</b></p>	<p><b>Donations:</b></p> <p>Should you have excess funds at the conclusion of your reunion, you may wish to donate these funds to the RGGGS Paterson House Museum. Contact:</p> <p>Enterprise Manager, Kim Dixon (Bredhauer)  Email: <a href="mailto:enterprisemanager@rggs.qld.edu.au">enterprisemanager@rggs.qld.edu.au</a>  Phone: 07 4930 0964</p>
<p><b>Step 9</b></p>	<p><b>Keep the memory:</b></p> <p>Ask your year group to provide updates on what they have been doing since leaving school and their memories of their time at the school. These anecdotes can be organised into a leaflet and circulated to the group attending the reunion.</p> <p>It is always a good idea to also provide a copy to the School who will record this in the School's Paterson House Museum. It is best to create a proforma so that the girls can just fill in the information.</p>
<p><b>Step 10</b></p>	<p><b>Stay in touch:</b></p> <p>If you are not already a member of the Old Girls' Association, consider joining. To obtain a membership application form contact:</p> <p><b>OGA:</b> Membership Secretary, Mrs Marilyn Watts (Elgar)  Email: <a href="mailto:marilyn_m_watts@yahoo.com.au">marilyn_m_watts@yahoo.com.au</a>  Phone: 07 3283 7265    Mobile: 0401 442 948</p>