



# Launceston Grammar

EST. 1846

# Alumni Reunion Handbook



## Contents

Alumni Reunions	4
Reunion Roles and Timelines	8
Timeline	10
Alumni Groups Committee Members	12
Forms and Templates	15

## Community Engagement Team contacts

Events and Marketing Officer  
Kelsey Thomas  
61+ 03 6336 6054  
[kthomas@lcgs.tas.edu.au](mailto:kthomas@lcgs.tas.edu.au)

Director of Community Engagement  
Brigid Rawlings  
+61 03 6336 6016  
[brawlings@lcgs.tas.edu.au](mailto:brawlings@lcgs.tas.edu.au)







Established in 1846, Launceston Church Grammar School has a longstanding relationship with its Alumni. This Alumni Handbook outlines the opportunity for Alumni reunion events hosted and supported by the School, with the view to enhancing and maintaining the relationship and connection between the School and Alumni.

## Definitions

**Alumnus:** masculine noun, singular

**Alumni:** masculine noun, plural  
Alumni traditionally has been used when referring to both genders, though groups consisting of both males and females can also be referred to as alumni/alumnae or the alumni and alumnae of our institution.

**Alumna:** feminine noun, singular

**Alumnae:** feminine noun, plural

**Alum:** an informal term when the gender of the person is unknown.

**Broadland House Old Girls Association (BHOGA):** Broadland House Old Girls Association is a group of committed past scholars of Broadland House School for Girls which amalgamated with Launceston Church Grammar School in 1982.

**Community Engagement Team (CET):** The Launceston Grammar department that assists with community engagement activities, including coordinating and

supporting reunions.

**Elizabeth Street Chapter (ESC):** A Chapter of Launceston Grammar Alumni who have been out of the school for at least 50 years. 2021 inductees were from the class 1971.

**Lyttleton Street Chapter (LSC):** A chapter of Broadland House School for Girls Alumna who have been out of the school for at least 50 years. 2021 inductees were from the class 1971.

**Old Launcestonians' Association (OLA):** A committee of Launceston Grammar Alumni. The objective of the Association is to support and promote the interests and welfare of Launceston Church Grammar School; to promote and encourage a sense of community and fellowship among former students and staff; and to provide and maintain a connection between them and the School.

**Reunion:** An instance of two or more people coming together again after a period of separation.





# Alumni Reunions

There are two categories for Alumni reunion events: School Hosted and School Supported.

All reunions hosted at the School will receive support and guidance from the Community Engagement Team. The reunions will be attended by the Headmaster and members of the Executive Team as well as any other significant staff members to the class group.

## School Hosted Reunions (School Sponsored)

The following reunions are hosted at the School and organised by the Community Engagement Team. These events are complimentary for attendees.

### Lyttleton Street Chapter Luncheon

An event held on the School's Junior Campus, located in Lyttleton Street East Launceston. The Luncheon is an annual celebration and opportunity to induct eligible alumnae (50 years) into the Lyttleton Street Chapter. The Luncheon invitees include Broadland House School alumnae who graduated 50+ years. The event includes a tour of the Campus and is hosted by the Headmaster and Head of Junior Campus. The event is coordinated in consultation with the BHOGA Committee.

### Elizabeth Street Chapter (ESC) Chapel Service and Luncheon

A Luncheon held on the School's Senior Campus, located in Button Street, Mowbray. The Luncheon is an annual celebration and opportunity to induct eligible alumnae (50 years) into the Lyttleton Street Chapter

The event includes an Easter Chapel Service, tour of the Campus and lunch held in the Boarding House Dining Hall. Special guests to this service include the Headmaster, the School Board Chair and School Prefects. The event is coordinated in consultation with a select group of ESC members. The luncheon includes a 2-course meal and refreshments, a message by the Headmaster and Board Chair, a toast to the School by a nominated Chapter member, and recital of the School war cry.

Alumni who are able to assist with the coordination of this event are invited to contact the Community Engagement Team via [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

### One-Year Reunion

The one-year reunion is an opportunity for recent School graduates to reconnect with their peers and teachers. The event is scheduled to be held to coincide with university semester breaks. The event is held on the Senior Campus, located in Button Street, Mowbray. The event may also include a social activity, such as a sports game (e.g., cricket, football), as part of the celebration.

## School Hosted Reunions (individually purchased tickets)

The following reunions are organised by the Community Engagement Team, with attendees purchasing a ticket/paying to attend.

### Five and Ten-Year Reunion

Held as a combined event at the end of the school year and most often in the last weeks in December. The Community Engagement Team coordinates the invitations and RSVPs, catering and refreshments and manages the run sheet. The event includes a Campus tour and welcome from the Headmaster. The event is attended by members of the Executive Team and relevant teaching staff.

### 20-Year Reunion

The School coordinates the 20-year reunion and is hosted on the Senior Campus in Mowbray. The event is often held in late October and includes a Campus tour and welcome from the Headmaster. The event is attended by members of the Executive Team and relevant teaching staff. The Community Engagement Team coordinates the invitations and RSVPs, catering and refreshments and manages the run sheet.

### Melbourne Reunion

Hosted annually in November at the Kelvin Club in Melbourne CBD and organised with support from Alumni, Brian Smith. The Headmaster, OLA representative and Community Engagement Team member attend this luncheon event.

### Interstate Reunions

The School may organise interstate reunions in capital cities to coincide with the Headmaster's interstate travel plans. The School often seeks alumni support to identify an appropriate venue and also promote the event to garner support and encourage attendance to the event. The School coordinates the invitation and RSVPs and facilitates catering requirements.

### International Reunions







The international reunions are often coordinated as part of the Headmaster's international travel plans. These events are scheduled to coincide with visits with current and prospective families.

### **Interest-Based Reunions**

The School may organise interest-based reunions (e.g., co-curricular activities) in consultation and collaboration with key School staff. The reunion will include an event hosted at the School, a Campus tour and may also include a social activity (e.g., sporting game) as part of the celebration.

## **School Supported Events**

The following reunions are initiated by an Alumni representative and support provided by the Community Engagement Team.

### **North West Reunion**

**Alumni contact: Vivienne Locke**

[viviennelocke@bigpond.com](mailto:viviennelocke@bigpond.com)

An Alumni luncheon held at a venue on the North West Coast of Tasmania. The event is held during May.

Launceston Grammar supports the event with the following:

- Development of the invitation list in consultation with Vivienne Locke
- Design and Distribution of invitations
- Attendance at the event
- Providing a thank you gift for the organiser of the event

Alumni interested in attending and supporting the event are invited to contact the Community Engagement Team via [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

**Hobart BHOGA Luncheon**  
**Alumni Contact: Liz Colman**  
[afcolman@bigpond.com](mailto:afcolman@bigpond.com)

This annual luncheon is organised by the ladies in the south of Tasmania.

Launceston Grammar supports the event with the following:

- Assistance in the development of the invitation list in consultation with Liz Coleman
- Attendance at the event

Alumni interested in attending and supporting the event are invited to contact the Community Engagement Team via [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

**Melbourne BHOGA Luncheon**  
**Alumni Contact: Doreen Mueller**  
[dmuller@netspace.net.au](mailto:dmuller@netspace.net.au)

This annual luncheon is organised by Doreen Mueller and is held in November.

Launceston Grammar supports the event with the following:

- Assistance in the development of the invitation list in consultation with Doreen Mueller
- Attendance at the event

Alumni interested in attending and supporting the event are invited to contact the Community Engagement Team via [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

**Milestone Year Reunions**

Milestone year reunions, such as 30-year and 40-year events, are initiated by a class representative.

Launceston Grammar provides support and guidance for these events. The roles and timelines for the organiser and the School are outlined in the Reunion Roles and Timelines section on page 8.





# Reunion Roles and Timelines

---

## School Hosted Reunions

### Alumni Associations

The School will liaise with members of the OLA and BHOGA to utilise their networks and communication channels to identify and contact key alumni to assist in promoting reunions and generate attendance at the reunion events.

The School will seek guidance, feedback and support from the Associations in the coordination of the reunions and events to maximise awareness and attendance by the Alumni.

### Alumni Year Representatives

The School will identify and contact key alumni year representatives (e.g. co-captains, prefects, co-curricular captains) to assist in promoting the reunions to their peers to generate awareness and attendance at the reunion events.

## School Supported Reunions

### Alumni Reunion Organiser

#### (Milestones, International, Interstate and Interest-Based Events)

The reunion organiser is the key contact for the event. Prior to planning the event, the organiser needs to ensure there is sufficient interest from alumni in supporting and attending the event. Reunion organisers are encouraged to form a Reunion Committee to assist in distributing the responsibilities and share the workload.

The key activities include:

- Provide Content / Details for the Email Invitation – collate all the key details, including location, time, catering, theme, RSVP deadline and contact information for the Community Engagement Team to issue the invitation on your behalf
- Alumni Contact Details – provide any alumni contact details that are current to be updated in the School's database
- Peer-to-Peer Outreach – utilise personal networks (e.g., word-of-mouth, social media connections) to generate awareness and encourage attendance to the reunion event
- Venue and Catering – Liaise with the Community Engagement Team to identify appropriate venue and catering options
- Ticketing / Funding the Event – If you are planning to fund the reunion through the alumni, ensure the information is clearly indicated on the invitation



- Organising all logistics – Ensure you have a timeline mapped out ahead of time (please refer to proposed timeline on page 10), so you follow the steps at the appropriate times
- Audio-Visual Requirements – Request any audio-visual requirements that may be required during the event
- Collate photos from the DV Gunn Archives – If you would like to feature photos relevant to attendees, please contact the Community Engagement Team to request access to the Archives. Additionally, please request attendees to submit any photos they may have

Please refer to the Templates section to assist you with your reunion event.

### Community Engagement Team

The Community Engagement Team provides the following assistance to ensure the reunion event is a success:

- Venue and Logistics – provide assistance with venue options and suggest the appropriate location to suit your event
- School Contacts – act as a conduit to School departments and staff (e.g., relevant teaching staff attending event, Headmaster to conduct Campus tour)
- Invitations – On receipt of the required information, CET will design and distribute the invitations to the alumni
- Promotion of Event – CET will promote the reunion through the School website (alumni section and online calendar), bi-monthly alumni eNewsletter, alumni Facebook page, annual News from Launceston Grammar publication (if timing is appropriate), and email distribution
- RSVPs – manage the responses and coordinate payment for catering and refreshments. Coordinate nametags for attendees
- Catering – Liaise with organiser regarding catering options, provide recommendations and confirm details with the School catering team
- Audio-Visual Presentation and Display – collate and display photos sourced from Archives and attending alumni; display memorabilia sourced from the Archives department; decorate the venue (e.g., floral and lighting arrangements)
- Photography – take photographs of attendees and event
- Post-Reunion – publish photographs on Alumni Facebook page, School website (Alumni section) and via an article on the bi-monthly Alumni eNewsletter



# Timeline

Below is the proposed timeline for key activities and milestones in coordinating an alumni initiated successful reunion event.

## 10+ MONTHS PRIOR

- Notify Launceston Grammar's Community Engagement Team of your upcoming reunion and initial plans
- Complete the Class Reunion Events Application Form
- Assemble reunion committee members (if applicable)
- Begin collating contact details of classmates to invite (Complete Class Group Request Form)
- Look into potential School venues and suitable dates/times

## 6 MONTHS PRIOR

- Confirm date/time and School venue
- Confirm catering, costs per person and ticketing for the event
- Create a draft schedule of what is to be featured/included at the reunion (e.g., slideshow, speeches, etc)

## 4 MONTHS PRIOR

- Liaise with Launceston Grammar's Community Engagement Team to create email invitations to be sent to classmates
- Begin to gather memorabilia and historical photos for the event (e.g. collect from classmates or go to the Launceston Grammar Archives)
- Send reunion email invitations eight weeks before event

## 2 WEEKS PRIOR

- Confirm final guest list
- Ensure all RSVPs and payments have been received
- Confirm guest list with Launceston Grammar
- Confirm name tags for the event

## 1 MONTH PRIOR

- Make sure all AV requirements are able to be met by the venue
- Ensure there is a run sheet and logistics for the day are organised
- Organise gift collection from Launceston Grammar (if applicable)
- Follow up on any classmates who have not responded

**Reunion  
time!**



## School Calendar

Appropriate dates for events are to be decided and scheduled into the School Calendar prior to the commencement of the forthcoming year, with exception to the Alumni initiated reunion events.

### Alumni Initiated Reunions

The organisers for School supported reunion events (e.g., 30 year reunion, 40 year reunion, interstate, international or interest-based) are asked to consult with the Community Engagement Team to identify a mutually suitable date to host these events. The event organisers are requested to provide a minimum of four months' notice leading up to the event.

Organisers are requested to contact the Community Engagement Team via [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

## Privacy of Personal Information of Alumni

As per the School's Privacy Policy, ([available to view here](#)) class lists can be disclosed to individuals organising events on request to the Community Engagement Team. If you wish to receive this information, please complete the attached form and email it to [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)

Please note: we cannot release any alumni contact details, as we are bound by the Personal Information Protection Act 2004 (Tas) and the School's Privacy Policy.

## Alumni Event Communication

Launceston Grammar actively interacts and communicates information to Alumni. If you wish to receive up-to-date information, please contact us at [changeofdetails@lcgs.tas.edu.au](mailto:changeofdetails@lcgs.tas.edu.au)



# Alumni Groups Committee Members

---



## Broadland House Old Girls Association (BHOGA)

### Patron

- Ann Fysh

### Office Bearers 2021

- President: Rosemary Stobart (Willis)
- Vice President 1: Liz Colman (Henderson)
- Vice President 2: Di Mackinnon (Roberts)
- Secretary: Judith Reid (McFarlane)
- Treasurer: Vivienne Locke (Tilley)
- Immediate Past President: Dona Bradley (Drake)

### Committee Members 2021

- Mrs Jenni Bell (Rowell)
- Sharon Carswell (Bracken)
- Jenny Gill
- Pat Harthen (Bailey)
- Rosemary Hirst (Page)
- Mardi Hogarth (Frost)
- Heather Ranson (Lowe)
- Gaile Stebbeings (Walkem)





## Old Launcestonians' Association (OLA)

### Patron

- Ewan Crawford

### Office Bearers 2021

- President – Will Green
- Vice Presidents – Georgie Eastaugh and Eliza Jones
- Honorary Secretary – Fleur Castle
- Treasurer – Charles Henty
- Headmaster – Richard Ford
- Immediate Past President – Simon Wood

### Committee Members 2021

- Bridget Dunn
- Tom Diprose
- Melissa Freeland
- Kathryn Millar
- Ingrid Morrison
- Deb Stewart
- Hamish Wallace
- Fiona Woolcock
- Claire Gregg
- Tom Dowling











# Forms and Templates

---

- ➔ Template 1: Request assistance for the reunion for your class of (insert year)
- ➔ Template 2: Letter for release of class year group information
- ➔ Form 1: Alumni Class List Request Form
- ➔ Form 2: Class Reunion Event Application Form

# Alumni Event Policy Template 1

## Alumni Reunion Notification Letter



OUR REF:

1 November 2021

Dear Alumni

**Re: Alumni Reunion Notification Letter**

We are excited to inform you that your graduating class of [insert year] will be celebrating [insert milestone] next year. Launceston Church Grammar School has a longstanding relationship with its Alumni, and we are hoping you join us in celebrating this milestone.

To ensure that this reunion is a success we are seeking assistance from at least one member of the Class of [insert year] to contribute to the coordination of the event. They will receive support from the Community Engagement Team.

To receive future Alumni news and correspondence please update your contact details by completing the online form accessible on the School's website, <https://www.lcgs.tas.edu.au/community/alumni/>.

If you would like to contribute to the coordination of this reunion or if you have any queries, please contact our Events and Marketing Officer, Kelsey Thomas at [kthomas@lcgs.tas.edu.au](mailto:kthomas@lcgs.tas.edu.au) or 61+ 3 6336 6054.

Yours sincerely

Brigid Rawlings  
**Director of Community Engagement**

cc:

Phone: +61 3 6336 6000  
Email: [grammar@lcgs.tas.edu.au](mailto:grammar@lcgs.tas.edu.au)  
Street: 36 Button Street Mowbray Heights Tasmania 7248  
Postal: PO Box 136 Mowbray Heights Tasmania 7248  
[lcgs.tas.edu.au](http://lcgs.tas.edu.au)     ©2020 LCGS

**Courageous  
Curious  
Creative  
Compassionate**



# Alumni Event Policy Template 2

## Letter for release of Class year group information:



OUR REF:

1 November 2021

Dear [insert name],

**Re: Release of Grade Alumni Names for the [insert milestone] Reunion**

Enclosed please find an extracted list of names from Launceston Church Grammar School's database for the Class of [insert class].

Considering the School's Privacy Policy and the State's Right to Information (RTI) legislation, we release this data in a secure format and request that it is not reproduced or transferred into an additional database.

We value the integrity and accuracy of our Alumni information and request to be notified of any discrepancies or updates required.

The School appreciates and values your contribution and support in coordinating the [insert milestone] reunion event.

We look forward to working together to ensure your reunion is a success.

Yours sincerely

Kelsey Thomas  
**Events and Marketing Officer**

cc:

Phone: +61 3 6336 6000  
Email: [grammar@lcgs.tas.edu.au](mailto:grammar@lcgs.tas.edu.au)  
Street: 36 Button Street Mowbray Heights Tasmania 7248  
Postal: PO Box 136 Mowbray Heights Tasmania 7248  
[lcgs.tas.edu.au](http://lcgs.tas.edu.au)     ©2020 LCGS

**Courageous  
Curious  
Creative  
Compassionate**

# Alumni Event Policy Application Form 1

## Class Group Request Form

Full name

Maiden name (if applicable)

Date of birth

First year at Launceston Grammar

Last year at Launceston Grammar

Valedictory year (if applicable)

Residential address

Postcode

Email address

Phone number

Alumni Reunion Year requested

Name three other Alumni from that year group

By signing this information, you acknowledge that in light of the School's Privacy Policy and the State's Right to Information (RTI) legislation we release this data in a secure format and request that it is not reproduced or shifted into additional databases.

Signature

Date

*Please complete this form and email to Events and Marketing Officer Kelsey Thomas at [community@lcgs.tas.edu.au](mailto:community@lcgs.tas.edu.au)*



# Alumni Event Policy Application Form 2

## Class Reunion Events Application

Year Celebration/Alumni Year

Proposed date of event

Type of event (provide details)

  
  


Authorising staff member: Events Officer/Community Engagement

Members of Organising Committee

Person 1

Person 2

Additional members





Key Alumni contact details

Name

Email:

Phone:

Venue: (Please tick)

☐

Poimena Art Gallery

☐

Café 1846

☐

Other

Do you require:

☐

Invitations designed?

☐

Guest list? (please complete Class List Request form)

☐

Catering? Add details:




Community Engagement Office to Complete

Room set-up

Maintenance informed of set-up requirements

Cleaning before and after organised

Other



# Launceston Grammar

EST. 1846

Button Street, Mowbray Heights 7248 Tasmania Australia  
P: 03 6336 6000 E: [senior@lcgs.tas.edu.au](mailto:senior@lcgs.tas.edu.au) [www.lcgs.tas.edu.au](http://www.lcgs.tas.edu.au)



CRICOS: 00650K