

Mount Paran Christian School and MPCS Ten-Year Class Reunion Guidelines

We want to help make your ten-year class reunion an event to remember! In order to have the best class reunion possible, the MPCS Alumni Department will partner with you in jump-starting your planning and assist you in coordinating and organizing your reunion. Our goal is to help simplify the task of organizing your reunion by giving you helpful hints and ideas. When planning your reunion, you have a choice. Each reunion class can either organize their reunion without any support from the alumni department or they can choose to collaborate with the alumni department and thereby adhere to the basic guidelines as established by the alumni department. To get more information and discuss your ten-year class reunion, please contact John Braswell, Alumni Relations Manager, at jbraswell@mtparanschool.com or call the school at 770.578.0182, ext. 3923. You can also request an [MPCS Class Reunion Guidebook](#). The following guidelines have been established by MPCS when working with a class and their ten-year class reunion.

The Mount Paran Christian School Alumni Department is committed to assisting in all class reunions, particularly the ten-year class reunion, should the reunion class choose to work with the school in planning the event.

Communication between the organizers of the class reunion and the MPCS Alumni Relations Manager should occur on an ongoing basis.

Planning the class reunion should begin no later than February of the year of the class reunion, and the venue and date for class reunions should be determined by April 30.

Mount Paran Christian School requests that the class organizers of class reunions use discretion in making financial decisions associated with class reunions (food and beverage, venue, etc.). Mount Paran Christian School will request knowledge of the projected income and expenses for such an event, and the MPCS business office will review venue contracts for approval before any deposits are completed and venue location secured.

Please know that no monies from MPCS will be directed to the purchase of alcoholic beverages.

Registration for the class reunion will be provided by Mount Paran Christian School. The portal will allow payment by individuals attending their class reunion and ensure accuracy of attendance at the event. Money paid through the portal is non-refundable.

When partnering with the alumni department, the class reunion event should be registered in the name of *Mount Paran Christian School, Class Reunion of _____*, thereby foregoing sales tax and reducing the total cost of the event.

In addition to event expense assistance, Mount Paran Christian School is prepared to offer additional assistance to the organizers of the class reunion, additionally helping with such tasks as supplying contact information, mailing of invitations, marketing and promotional artwork, etc.