REGISTRATION

Pre-registration

Discounted alumnae fees is until January 31. No discount on guest fees. Silver and other jubilarians should be encouraged to pre-register and pay for dinner tickets.

Paid dinner tickets will be included with the pre-registration package. It is the responsibility of each alumnae to pick-up prepaid registration/dinner tickets from the SSAFI Office.

On-Site Registration

SSAFI will be provided a table for issuance of SSAFI cards.

All alumnae are required to vote for the election of the SSAFI Board of Trustees.

The President or representative of the silver jubilarians will be requested to attend the SSAFI Board Meetings if the homecoming preparation is included in the agenda.
This homecoming manual is intended to assist and provide the silver jubilarians with clear objectives, implementing procedures, how-to-do tips, checklist and timeline for the event.

THE HOMECOMING DATE

Every homecoming celebration falls on the Sunday closest to February 10, the feast day of St. Scholastica’s.

The SSAFI Board of Trustees oversees preparations and coordinates with the silver jubilarians to ensure a smooth and orderly homecoming.

A. Role of the silver jubilarians who are the hosts of the homecoming involves:

1. Write a formal letter to Presidents of St. Scholastica’s and SSAFI informing them of the date of the homecoming and to reserve St. Cecilia’s and school grounds.

2. Immediately set-up meeting with SSAFI Board of Trustees for initial discussions.

3. Raise funds for:
   a) Production Cost
   b) Voluntary donations to SSAFI as a form of “giving back” outreach projects of SSAFI:
      1. SSC Night Secondary School
      2. Don Bosco Technical Scholarship
      3. Child of a Scholastican Scholarship
      4. St. Benedict Homes, SSC Marikina
      5. Calamity Victims
      6. Christmas Packages
   c) Logistics – security, general services, meals and chapel arrangements (e.g. flowers)
   d) Printing of dinner tickets – P3,000 shouldered by the SSAFI
   e) Rental of rehearsal venues by the silver jubilarians

   The caterer will also provide tables for registration with tablecloths and skirts.

   Caterer must collect ticket stubs. SSAFI will only pay over and above guaranteed number if supported by ticket stubs.

   Dinner area will be cordoned off. Only alumnae and guests holding dinner tickets will be allowed inside the cordoned area.

SSAFI DEADLINES

1. Tickets must be printed no later than first week of January.

2. Names of crew members and vehicles involved in the catering/program must be submitted two weeks before.

3. Return of all unsold tickets five days before homecoming. Unreturned tickets will be considered SOLD.

HOMECOMING SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Mass</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>Program</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Dinner</td>
</tr>
</tbody>
</table>
4. Collect alumnae dues from pre-registered jubilarians and guests.

5. Meet with other celebrating jubilarians regarding theme, donations and presentations (emphasize time limit).

6. Eucharistic Celebration

7. Follow-up number of attendees for the homecoming from silver jubilarians and other celebrating jubilarians.

B. Coordinate with SSAFI Homecoming Committee on:

1. Homecoming theme
2. Ticket design and logo
3. Publicity and advertising
4. Physical arrangements – St. Cecilia’s Hall and dinner
5. List of other celebrating jubilarians

C. The role of SSAFI:

1. Registration
2. Dinner arrangements
3. Coordinates with silver jubilarians regarding meetings with other celebrating jubilarians.
4. Assist silver jubilarians and other jubilarians with homecoming preparations.
5. Car passes and designated areas for parking
6. Invite the celebrating jubilarians of the current year and the year after

POINTERs FOR THE SILVER JUBILARIANS

Suggested Committees for Homecoming

<table>
<thead>
<tr>
<th>Alumnae Relations</th>
<th>Audio Visual</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics</td>
<td>Program</td>
<td>Souvenir Program/Yearbook</td>
</tr>
<tr>
<td>Special Events</td>
<td>Ways and Means</td>
<td></td>
</tr>
</tbody>
</table>

Theme

Your theme must be positive. Theme and logo design should be finalized in consultation with SSAFI. Please refrain from using “Kulasa” in your theme, program etc.

Remind jubilarians that a representative should be assigned to offer medals for their respective batches during the Offertory.

St. Cecilia’s Hall

First seven rows are reserved for the SSAFI Board, VIPs, nuns, older alumnae and special guests.

Thereafter, the older batches (rows closer to stage) to younger batches (towards the back) will follow. All celebrating batches, whether participating in the program or not, must have assigned seats.

Label rows according to batch.

Celebrating jubilarians who are not participating in the program must be acknowledged (e.g. spotlight). They must be pointed out to the stage manager or director for proper acknowledgement.

Program

Program must end by 7:00 p.m. so participating jubilarians should limit the length of their presentations.

Sequence of speech will be as follows: President of Silver Jubilarians, SSAFI President, President of SSC and Prioriess.

Dinner

1. Physical Arrangements (c/o SSAFI)
   Silver should inform SSAFI if there will be entertainment during and after dinner so stage can be set up.

   Location of Stage:
   side of the clinic
   beside the stone tables under the acacia trees
   near college

   Entertainment/program should end by midnight. If later, permission is required from the President of St. Scholastica’s.

   Table reservations:
   two for SSAFI
   two for VIPs
   three for nuns
**Theme for programs in the past years have been the following:**

- Lyrics of a song during their time
- Movies from their time
- Values
- Major event during their time (e.g. People Power)
- Action words that best describe your batch
- Type of music

After your theme is presented and approved by SSAFI, please communicate with other celebrating jubilarians. This is best done by July.

**Logo**

The logo will be used in the printing of tickets, posters, advertisements, streamers and other promotional materials. To save on printing costs, a two to three color design (blue, black & silver) is suggested.

St. Scholastica's logo and SSAFI logo must be visible in your design. Please present to the SSAFI Board before printing.

**Total Budget**

Some considerations are the following:

1. Production cost – Director, Scriptwriter, Production Assistant(s), stage design, rentals of lights, audio and props
2. Meals for production crew, security, general service personnel, etc. during rehearsals and homecoming
3. Video

Suggest that you search or recall talents in the batch who can do some of the above. Maybe also choreograph, dance and sing so that you save on expenses.

Please present stage design and props for comment by SSAFI Board.

Determine the number of rehearsal dates for the silver jubilarians and for other celebrating jubilarians.

SSAFI Board has the option to present a number in the program.

Will there be entertainment during and after dinner?
One free rehearsal in St. Cecilia’s Hall for each celebrating jubilarian has been arranged with prior arrangements with Special Facilities supervisor.

COMMITTEES

1. Ways and Means

Determine the number of fundraising activities in a year. Consider your current and projected income from your fundraisers.

Examples of different activities for fundraising:

- Bingo
- Concerts
- Dinner Dance
- Garage Sale
- Movie/Play
- Raffle
- Sports (e.g. Fun Run)

Sponsorships will help you recover costs and add to your fund.

2. Special Events/Gatherings

Allow minimal budget for décor, if not necessary. Food may be donated or batchmates can contribute a nominal fee for snacks to ensure that all expenses will be covered.

Suggested get-together activities:

- Cooking Demo
- Family Day
- Out-of-town
- Recollection
- Spa Day

The objective is connecting with your batchmates so fun and camaraderie should be the keywords of each activity.

3. Souvenir Program/Yearbook

Plan articles to determine the number of pages, number of colors, copies and paper type are cost considerations.

Determine the cost of your advertisements: inside back and outside covers, inside pages, full, half and quarter pages, etc.

4. Production and Photo/Video Documentation

Get bids/proposals early to determine the budget.

5. Logistics

This committee needs to assist and work with production in budget preparation.

Two or more 1m x 3m tarpaulin streamers for announcement of the event is ideal to be hung inside and outside the school’s perimeter. Please get approval of custom size as well as placement from the Office of SSC Vice-President for Administrative Affairs.

Security details – canine unit, tanods for parking, roving mobile, ambulance and firetruck with medic/staff.

Dressing rooms assignments for celebrating jubilarians.

Signages for bathrooms, dressing areas, dining area etc.

Consumables: tissue rolls, handsoap, air fresheners and trash bags for 6 bathrooms.

Prepare IDs for ingress and egress of sponsors and suppliers.

6. Publicity

Advertisement for print, television and radio will depend on the budget of the silver jubilarians.

Press/TV/Radio – Ideal to start in September followed by more announcements in December/January.

Website – September

Tarpaulin streamer outside the school – December or early January

Please forward photos/articles regarding the homecoming to SSAFI for inclusion in the newsletter.

7. Dinner

SSAFI pays for the dinner and will follow up RSVP of the nuns.

Celebrating jubilarians are encouraged to pre-register and buy their meal tickets ahead so that SSAFI can better estimate the number of attendees for better service. NO TICKET NO DINNER policy will be strictly implemented.

Table reservations are required from batches.