



St. Scholastica's
Alumnae Foundation, Inc.

HOMECOMING MANUAL

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.

Minimum of three preferably four buffet tables.

Sponsor's posters/booths should be placed beside the stage or at the side of the dining area.

2. Choice of Caterer

SSAFI chooses the caterer but is open to suggestion from the silver jubilarians.

Other considerations:

- number of waiters
- choice of menu
- complete utensils, glasses, goblets, knives, water
- provision of tents, table sign
- fresh linens, table centerpiece and color scheme
- Manager/Captain Waiter present during catering to take charge in case of problems

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.

HOMEcomings SCHEDULE

1:30 p.m.	Registration
3:00 p.m.	Mass
5:00 p.m.	Program
7:00 p.m.	Dinner

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 HOMEcomings 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

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 JUBILIARIANS

Suggested Committees for Homecoming

Alumnae Relations	Audio Visual	Finance
Logistics	Program	Souvenir Program/
Special Events	Ways and Means	Yearbook

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 Priorsess.

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

8. Alumnae Relation

The Homecoming Committee will request the silver jubilarians to meet with the celebrating jubilarians as below:

High School and College	
Silver	25 years
Pearl	30 years
Coral	35 years
Ruby	40 years
Sapphire	45 years
Golden	50 years (<i>Grade School optional</i>)
Emerald	55 years
Diamond	60 years
Platinum & Beyond	over 60 years

PHYSICAL ARRANGEMENTS (*Please observe the following guidelines*)

Mass

The Eucharistic Celebration is an opportunity to offer thanksgiving to the Lord of another homecoming. Strive to make every part of the mass meaningful for the batch. Contact the current supervisor of the chapel in advance to schedule the mass.

Seating Arrangements:

Celebrating jubilarian batches will be seated in front. Start with the Silver High School and College, followed by the older jubilarians. The younger jubilarians for High School and College will be at the back.

Timeline for Preparation:

Choir – 3 to 5 months before
Priest – 3 months before (to be chosen by silver)
Mass songs – 1 to 2 months before
Readers – At least 10 days before

Regular misalettes can be purchased at Don Bosco or St. Paul one week before the homecoming. For special readings and prayers in the misalette, please prepare 2 months before.

Compose personalized Prayers of the Faithful one month before. Different batches may be assigned to prepare at least one prayer for the Prayers of the Faithful.

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.