

From: rogac119@aol.com **Sent:** Fri, Feb 26, 2016 2:05 PM **To:** takitus@email.com; ac119gunner@hotmail.com; gadvocate@sbcglobal.net **Cc:** stinger7172@live.com; fletch12@charter.net; vchansen@woh.rr.com; shadow1969@indy.rr.com; alheuss45@yahoo.com; ln.hester@gmail.com; colmacmac@mac.com;

Subject: Re: Reserved seating at Saturday Reunion Banquet **Ron:** Great Suggestions ! The immediate problem is having folks adhere to the plan, & sit where they sign up. I believe having a "Banquet Seating Manager" to resolve any seating issues is a worthwhile consideration. He could be introduced at the business meeting. Rog

From: Ron **To:** ALL **Sent:** Fri, Feb 26, 2016 2:29 pm Thanks to the many commenters. I would like to see the practice of capturing Lessons Learned continued. While every lesson may not be applicable every year, these notes are critical to help the infrequent coordinators avoid preventable issues from year to year. As far as the seating issue, let's open it up to suggestions for consideration. I'm not wanting to "over think this" but seating has been an issue of one sort or another at nearly all reunions. It is solvable with a bit of thinking & some common sense courtesy by everyone. Thanks Ron

- Need to make it a very verbal point at the business meeting. We are really talking about an issue of common courtesy & respect for others.
- Put a memo in the welcome package. Polite but firm. Maybe include a place on the banquet entry ticket for them to write their table & seat number.
- Maybe put sticky tabs on the seating chart with table & seat numbers that can be peeled off by an individual when the seat is chosen. They could put the sticky tab on the back of their banquet pass to help them remember. We might not need the seat number, just the appropriate number of Table Number tabs at each table. They can sort out the seating when they get there.

From: Ron **Sent:** Wed, Feb 24, 2016 5:41 PM **To:** ALL Thanks to everyone for your current & future comments. Cheers Ron

From: Mac **Sent:** Thurs, Feb 25, 2016 5:17 PM **To:** gadvocate@sbcglobal.net Was a disaster - Large Chart, special Pins, Clear instructions - None followed! Many signed-up with 5 or less later found 'other' dinner guests - who went and scratched - others? Against instructions. Leaving Many partial Tables, mostly reason It became a Table Grab Game! Very disappointed! Cheers! Mac **Sent from my iPhone**

From: EVERETT **Sent:** Wed, Feb 24, 2016 12:49 PM **To:** ALL We had the chart set up & signed in. Then when folks got to the banquet, they sat wherever they wanted. The sign up chart has to be adhered to or problems arise. If possible, I would try to have a couple extra tables. Thanks, Ev **Sent from my iPhone**

From: Wayne **Sent:** Wed, Feb 24, 2016 12:43 PM **To:** Ron; Gus; Larry; Rogers; vchansen@woh.rr.com; Jim; Al **Cc:** [Ellen Gmail \(ln.hester@gmail.com\)](mailto:Ellen Gmail (ln.hester@gmail.com)); Mac MacIsaac; sarah.c.dunn77@gmail.com; Ev Sproul Greetings! This is broadly covered in the Reunion Coordinators Guide. But, we did not get Reunion Coordinator Lessons Learned or updates after the SAT, ABQ, or STL Reunions, so the attached Guide is not as up to date as it can & should be.

1. The Coordinators Guide suggests a large sign up chart with CLEAR directions written on a large poster-size post-it, AND clearly marked table signage showing the respective table numbers correlating to the sign up chart. When that's occurred, it worked well. When the chart wasn't an accurate representation, or directions weren't as clearly provided, it was a bucket of worms with folks not knowing the correlation of their sign ups to the actual table layouts, people ignoring the sign ups & sitting in locations where someone else had signed up, etc.
2. Biggie: the Coordinator gets overwhelmed with other things before/during the Banquet & folks get different answers depending on who they ask. Might be worth assigning a separate person as Banquet Manager to handle any seating or menu issues that night, & clearly identify that person (with cell phone) on the seating diagram directions.
3. Must get a chart from the hotel that clearly shows the exact table layouts with the right number of tables.
 - a. Chart display must correspond to the actual Banquet room layout (versus wrong "front" or correlation to actual room layout). Tables in the Banquet Room must be clearly marked with table number.
 - b. The chart has to be big enough to write names in EVERY chair – 4x6 or 6x6 FEET isn't too large & it takes some research to find a place to print one that large.
4. Must create directions clear & big enough.
 - a. Some folks wrote their name somewhere on a table & put "Plus 6" or something like that. It doesn't work & the directions need to say "Write EVERY name in (don't just "reserve" a whole table under one name) – one name written IN each chair box". STATE in the directions "If you did not pre-register, do NOT put your name on the chart – see or call the Banquet Manager."
 - b. We also had add-ons coming to the Banquet & needed to "add" tables so getting accurate registration is important. We had some folks just come in & sit, then the ones who actually had pre-registered & signed the chart ended up in a mini-confrontation (bad).

Might sound like a lot of challenges, but by this point in the Reunions most folks know exactly who they want to sit with. When we did it right, the seating chart sign ups worked really well. The attached version worked well.

Some other options include:

1. A Sign-up LIST where folks just get to sign up on a numbered table LIST (8 or 10 per table number). Might be simpler than a chart since table layouts can change in the last minutes.
2. Simply do "open seating" which works because it mixes folks up & everyone gets to meet other folks. But, it can also result in split family groups or friendship groups.

If we're not going to use (& update) the Reunion Coordinator's Guide, let me know. If we are going to use it, we need change recommendations to it from the Hesters, Mac, Ev, Wade, & others :-> Thanks! Wayne

From: Ron J <ac.119.2017@gmail.com> Sent: Tues, Feb 23, 2016 11:40 AM To: gus sininger; Steve Macissac; Ev Sprou; Cc: Larry Fletcher; Ron J J; Rogers Stevens; vchansen@woh.rr.com; Jim Alvis; Al Huess Subj: Reserved seating at Saturday Reunion Banquet

Greetings Steve, Ev, Gus,

Since I haven't been to a reunion in a couple of years, I wanted to get your thoughts on approaches (successful & not so successful) for reserved seating at the last three reunions.

I'm not so concerned about reserved seating for the Board, Guest Speakers, & guests at the "Head" tables. The solution to that particular problem may require some juggling but it is a relatively easy situation.

I'm more concerned about the "open" seating tables. I know we have used pie charts, & other methods in the past. It seemed to me that the ability to "reserve" a table for a crew or a group of friends is desirable but may become problematic at times.

Please drop us a note (i.e., reply to all) with your thoughts & suggestions for the 2017 planning team to consider. We'd like to know what worked, what didn't, & why (in your opinion). All input will be cheerfully & thoughtfully considered by the 2017 planning team.

Please feel free to forward this note to anyone on your respective planning teams. All the Best, Ron - Ron Julian 2017 Reunion Planning Team