

Bishop O'Connell Alumni Reunions

Reunion committees are encouraged to plan off-campus reunions around the Homecoming Weekend. It is a perfect opportunity to visit campus and show their Knight Pride by cheering on the Varsity Knights Football Team to victory! The Advancement Team is prepared to welcome alumni and make their visit back to campus memorable and meaningful. In addition to a complimentary barbeque lunch under the alumni tent during the game, we offer guided school tours, giveaways, and so much more!

On-campus Alumni Reunions - Policies and Procedures

At Bishop O'Connell High School, we cherish the opportunity to help alumni reconnect with one another and relive the memories that made their time here so special. Our Alumni Relations team is dedicated to supporting your reunion planning journey and ensuring your event is as meaningful as it is memorable. As a school, we must uphold diocesan and safety guidelines to ensure a safe and secure environment for all attendees for their reunion. To make the process seamless, we've compiled this comprehensive toolkit designed to guide you through each step and foster collaboration with the Alumni Office. Together, we can create an unforgettable celebration that honors your shared history and strengthens the bonds within our community.

- All events and messaging must be in keeping with the school's Catholic identity.
- All reunions and alumni gatherings, including sports team reunions, must seek advance approval from the Alumni Office to host an event at the school regardless of size and location (indoors or outdoors).
- During school events and anytime students are on campus, alcohol is not permitted on school grounds or inside the building. Therefore, parking lot tailgates during sporting events must be alcohol-free affairs.

The Alumni Office is pleased to work with reunion organizers to provide:

- A password-protected class list
- Two email messages per class reunion
- Posting on the school's official calendar
- Social media posts one week and one day out from your event
- O'Connell spirit wear items for raffles, door prizes, etc.
- Giveaways – one per alumnus/alumna (usually buttons, playing cards, or similar items). Subject to availability and school inventory.
- Permission to use one DJO logo on printed and electronic media
- Loaned reunion banners

The Alumni Office at O'Connell is unable to:

- Provide deposits to vendors or venues

- Provide postage or printing/mailing services
- Provide banking services, manage ticket sales, or collect registration fees
- Provide support to groups that do not make a good-faith effort to include all their classmates/team members at the event

Reserving Event Space on Campus

Certain areas of the campus may be available for alumni gatherings under limited availability, subject to school, diocesan, athletic, and educational activities.

We are primarily a school, and the administration prioritizes accommodating the needs of our current students and their academic, co-curricular, and extracurricular activities. Therefore, all facility use requests depend on the school calendar and space and staffing availability. Additionally, our school is an extension of the Diocese of Arlington and the Bishop; therefore, we are subject to diocesan policies, including ensuring that events and the conduct of guests on campus reflect our Catholic identity.

For alumni reunions, priority/preference is given to milestone reunion years, 50-year reunions, 25-year reunions, and 10-year reunions; proposals for other uses will be considered and accommodated on a case-by-case basis after the school calendar is finalized, typically in late August.

Note: Fall holiday weekends, including Labor Day, Columbus Day, Veterans Day, and Thanksgiving, are subject to blackout dates due to school closures and staffing limitations. Requests for these weekends will be reviewed and considered on a case-by-case basis.

The process to reserve space for an on-campus alumni event:

1. Contact the Alumni Office to request an available calendar date
2. Complete and sign the Facility Use Agreement
3. Designate two reunion organizers as point people – both must remain on site for the entirety of the event, including setup and breakdown
4. Provide a facility use fee of \$600* within 120 days before the event.
 - A \$100 refund will be given to all classes that provide their reunion attendees list with updated contact information to the alumni office within 30 days following their reunion.
5. Submit for approval a Plan for Alcoholic Beverages. That may include a third-party caterer or bring your beverages. The school may require you to obtain a Virginia ABC Banquet License for on-campus events that serve alcoholic beverages.
6. All contracted vendors must provide a Certificate of Insurance one week before the event. If not using a caterer, the reunion committee must obtain insurance through the Catholic Diocese of Arlington Risk Management Office at the cost of \$130 for the event.

Note: Alumni aged 21 and older can bring beer and wine (excluding hard liquor) onto campus for planned and approved events, provided all Diocesan requirements are met

beforehand. This includes ensuring that no students are present in the building or on campus for indoor or outdoor activities.

Unless using a full-service, third-party caterer who will provide a licensed bartender, organizers must secure a Banquet Permit from Virginia ABC. The primary permit applicant must be on campus for the entire event and assumes all liability for ensuring that local and state laws are followed. There are no exceptions to this policy.

Bishop O'Connell is not an event venue. Therefore, reunion committees must supply everything they need for their events.

The school cannot provide the following:

- Table linens and napkins
- Decorations
- Platters, knives, bottle openers, corkscrews, and serving utensils.
- Trash bags
- Speakers for music or announcements
- Carts
- Coolers
- Access to kitchen facilities, refrigeration, or ice
- Dimmed lighting

The following are not allowed:

- Kegs or bulk-alcohol
- Hard liquor
- Blenders or margarita machines
- Open flames from candles
- Sterno-heated chafing dishes (unless staffed by a licensed catering company)
- Cooking on-premises

Requesting a Mass on Campus

Reunion Mass requests for the Immaculate Heart of Mary Chapel on campus are approved by the Alumni Office in coordination with the Campus Ministry Office. Masses are subject to priest availability, the school and campus ministry schedules, and staff availability.

For questions or to request consideration for an on-campus reunion, contact Chris Edmonds '89, Associate Director of Alumni Relations, at alumni@bishopoconnell.org.