

Reunion Class Committee Project Planning a Class Event

The Office of Alumni Relations plans a full weekend of events for the ten classes celebrating milestone reunions. Some classes choose to plan an additional event or gathering on their own.

Class events can be as simple or elaborate as you choose to make them. Most classes simply book space at a downtown venue, set a time, pay a cover charge and enjoy time together.

The Office of Alumni Relations can help you **promote** your class event, but it will be up to your class committee to:

- Take RSVPs
- Collect money (if necessary)
- Determine the menu and bar offerings
- Relay number of registrations to venue
- Provide total payment to the venue if some classmates cancel

Recommendations for a successful class event:

- Your event should not conflict with other major events on the reunion schedule. For this reason events on Friday evening (7-10 pm) and late Saturday afternoon (3-5 p.m.) are best
- Have people RSVP to the event, but if possible collect money at the door.
- If outdoors, have a rain plan

Off Campus Venues

**Note: Before booking an event at an off-campus venue
please review the details of the event
with the Alumni Office**

Location	Information	Contact Information
Backyard Ale House <ul style="list-style-type: none"> Outside bar is open during the summer 	523 Linden Street (570) 955-0192	Call for contact
Brixx Grille & Tavern	130 North Washington Avenue 570-963-0255 www.130brixx.com	Call for contact
Dionysus Downtown	244 Penn Ave 570.344.3388 www.dionysusdowntown.com	Call for contact
Hilton Scranton & Conference Center <ul style="list-style-type: none"> P.J.'s 1910 Pub Casey's Corner 	100 Adams Avenue (570) 343-3000	Call for contact
Kildare's Irish Pub <ul style="list-style-type: none"> Rooftop bar is open during the summer 	119 Jefferson Avenue (570) 344-4030 www.kildarespub.com/main.php	Call for contact
Martini Grill	414 Spruce Street (570) 341-0205	Call for contact
Mert's Piano Bar	302 Penn Ave. (570) 969-9100	Call for contact
Russell's Restaurant <ul style="list-style-type: none"> Proprietor's formally owned Preno's 	1918 Ash St (570) 961-8949	Call for contact
The Banshee Pub	320 Penn Avenue (570) 969-4248 www.banshee-pub.com	Call for contact or email through webpage
The Radisson Hotel <ul style="list-style-type: none"> Trax Bar & Grille 	700 Lackawanna Avenue (570) 342-8300 www.radisson.com/scrantonpa	Kristi Wilson Director of Sales kristi.wilson@radisson.com Cindy Condella Catering Sales Manager cindy.condella@radisson.com
Tinks Entertainment Complex	519 Linden Street (570) 963-0725 www.clubtinks.com	Call for contact