

2010 O'Kelley Family Reunion Request For Proposal (RFP)

July 08

To: Host Chairpersons
From: Nelson O. Minter
Subject: Reunion Planning Guide and RFP

Hello Cousin,

Attached is a planning guide. Keep in mind, this is **just a guide**. You may do more, you may do less, just use this to help develop discussion and ideas to help make the event full and successful.

The guide contains an overview of tasks and suggested committees, sample registration form with prices, Hotel Checklist, and sample Financial Budget.

I have the current best mailing list and that will be provided later.

Please review the guide and send me an email with question or call me. My contact info is; W)314-777-8695, H)314-921-4490, nelson_minter@msn.com

This package is being provided to the Monica Adams (CA Family) and Jamil Franklin (STL Family). LA is the primary host city with STL as the back-up.

Here is your first task due around Jan. 15, 2009; Develop and present your Reunion Planning Proposal. In other words be prepared to present your plan. The proposal should include the following; List Reunion Objectives, A Financial Budget with sources of income & expenses, schedule of tasks with time-line and due dates, list of committees with confirmed leads identified, two or more Reunion Dates (no holidays please), two or more Reunion Hotels with costs, and any additional plans and details that demonstrate you are ready and capable to execute the plan. **Note; Please do not sign or enter into any contract agreements with anyone (hotel, printers, etc) prior to the submittal of the proposals. This is only the planning phase.**

Both proposals will be reviewed and a determination will be made, based on the content of the proposals, to execute the LA Plan or STL Plan.

Love Always,
Nelson O. Minter

O'Kelley-Darris Reunion St. Louis, Mo. Aug. 4 – 6, 2000

Executive Committee:

Chairperson: Nelson 921-4490 (note: If area code is not listed assume 314)

Co-Chairperson: Loyce 389-0025

Darris Chairperson: Squire Daris Jr. 573-526-5363 RESIGNED

Darris Co-Chairperson: Brenda Dobyne 839-2041

Committee Leads

Finance	Marcia Ellis 522-6509
Promotion/PR	Joyce Ann Huston 702-641-0049
Transportation	Karl Pickens 389-9322
Date/Site	Buena Williams 361-1527
Banquet/Brunch	Joyce Coffey 771-5131 RESIGNED (Loyce)
Picnic	Maury Mickens 653-1187 ROD JOYNER
Adult/Youth	Brigitte Blackmore 441-5256
Registration	Lauren Drumond 301-592-0269

Committee Objectives:

- Create a schedule for all planned tasks
- Maintain a list of members
- Develop fundraising ideas
- Coordinate all income and expenses with the Finance Committee
- Prepare regular written reports for the Executive committee
- Get approval from Executive committee for all tasks

Executive:

- Define objectives and goals of the reunion
- Provide resources and support to committees **DONE** (Brenda)
- Approve all committee tasks and plans
- Sign and approve all contracts (Photographer, Hotel)
- list goods + services needed.*

Finance:

- Manage accounts, budgets, income, expenses of all committees
- Open checking and savings accounts with Co-Chairperson **DONE**
- Setup P.O BOX **DONE** (Brenda)
- Make all approved payments
- Establish prices for registration (Reunion, daily, per event, etc.)
- Establish a financial plan to fund the reunion

Promotion/PR:

- Design all notices, announcements, posters, flyers etc. ; *Family Banner*
- Organize the mailing list and family database **DONE**
- Perform mailings as needed **DONE**
- Generate Bio. Book. Design Bio. Form

Transportation:

Host

- Act as direct liaison between ~~STL~~ family and all other family locations
- Identify all remote family locations (cities or regions) Known and Unknown
- Establish a direct communication point of contact **DONE**
- Research all travel options (air, bus, train, car etc)
- Establish a travel agent if needed
- Provide coordination of travel info.
- Develop strategies to bring out-of-town families to ~~STL~~ *Host City*

Date/Site:

- Establish guidelines for Hotel and Date selection **DONE**
- Select Hotel and Date **DONE**
- Negotiate room rates and facility needs for all committees **DONE**
- Act as direct liaison between family and Hotel
- Provide all info. To Banquet, Promotion, and Registration committees **DONE**
- Ensure 60 rooms get reserved at Hotel

Banquet/Brunch:

- Organize all meal functions (menus) *Identify Head table of Elders.*
- Develop and print programs
- Develop Double Cousin Memorial Ceremony, and fashion/talent show
- Organize all entertainment
- Provide all info. To Promotion, and Registration committee for release to family

Picnic: Family Fun Day

- Plan for 1999 **DONE** and 2000
- Establish place, dates and times
- Reserve Park
- Select setup crew
- Develop menu
- Organize group activities
- Select cleanup crew

Adult/Youth:

- Identify and coordinate adult and youth events
- Schedule all events at Hotel and around the town
- Coordinate facility needs with Date/Site Committee
- Provide all info. To Promotion and Registration committee for release to family
- Develop O'Kelley-Darris History Workshops

Registration:

- Establish guidelines for registration **DONE**
- Design registration package. (i.e. souvenirs, STL info.)
- Design registration form **DONE**
- Coordinate reception table at Hotel
- Design reunion program guide. (i.e. document that includes all events)
- Stock and manage the hospitality suite

*Registration Table: Make list of - Full Paid
- Partial Paid
- New registration*

O'Kelley/Darris Reunion St. Louis, Mo. Aug. 4 – 6, 2000

Current Status: The Darris family has requested a joint reunion in 2000. The O'Kelley family accepted. Some Darris members are double cousins of O'Kelley. The Darris family, like O'Kelley, is of Irish decent. The date for the reunion is Aug. 4 – 6, 2000 in St. Louis, Mo. Mark your calendar and start saving your money and vacation time for this special event. As new information is finalized remote locations will be notified. The following are initial plans we want all remote locations to start implementing.

Objectives for all remote O'Kelley/Darris locations:

Select a point-of-contact (POC) person to represent your location.

The POC shall contact the Transportation Committee lead.

(Karl Pickens 389-9322)

The POC shall gather all names, addresses, biographies, etc and supply to Promotion Committee lead. (Joyce Huston 702-641-0049)

Develop travel strategies for your area and coordinate with Karl Pickens.

Review the Transportation Committee objectives and support as required.

O'KELLEY-DARRIS FAMILY REUNION REGISTRATION FORM

St. Louis, MO, August 4 - 6, 2000

Complete and submit all funds by May 15, 2000 to receive the discounted rates

Name:		<i>Make checks or money orders payable to:</i> O'Kelley-Darris Reunion	
Address:		<i>Mail payments and information to:</i> O'Kelley-Darris Reunion, P.O. Box 2655, Florissant, MO 63032	
Telephone:		ACTIVITY FEES	
E-Mail:		Enter quantity in () and Totals in last column	
Other:		St. Louis Activity Fees:	
Names/Birthdays of Adults Attending:		Kids age 6-17 (flat fee)	\$10.00 x () = \$
		- ages 0 to 5 (free)	\$ 0.00 x ()
		Adults 18 & Over	\$60.00 x () = \$
		- after May 15, 2000	\$70.00 x () = \$
		Retired & Seniors	\$50.00 x () = \$
		- after May 15, 2000	\$60.00 x () = \$
Names/Birthdays of Children Attending:	Travelers Activity Fees:		Total \$
	(Discounted Activity Fees provided for adults travelling to St. Louis)		
		Kids age 6-17 (flat fee)	\$10.00 x () = \$
		- ages 0 to 5 (free)	\$ 0.00 x ()
		Adults 18 & Over	\$40.00 x () = \$
		- after May 15, 2000	\$60.00 x () = \$
		Retired & Seniors	\$30.00 x () = \$
		- after May 15, 2000	\$50.00 x () = \$
Pay As You Go Fees:		Total \$:	
These are the flat rate fees (in or out-of-state) for people not paying the Activity Fees. Under 6 yrs old is free, indicate how many.			
NOTE: Tickets will be required at all events.			
Downtown Trip and Black Wax Museum Tour: <i>(Please check one)</i> <input type="checkbox"/> Yes, I will be attending this tour. The number of people in my group is _____. <input type="checkbox"/> No, I will not be attending this tour.		Fri. - Welcome Reception	\$15.00 x () = \$
		Sat. - Continental Breakfast	\$ 5.00 x () = \$
		Sat. - Banquet & Party	\$40.00 x () = \$
Registration Table Assistant Signup: <input type="checkbox"/> Yes, I will assist at the registration table at the following times: _____ (Note: 2 to 3 hour shifts are preferred. Include date(s) & times) Name(s): _____		Sat. - Party only (no Banquet meal)	\$15.00 x () = \$
		Sun. - Farewell Brunch	\$15.00 x () = \$
Fashion/Talent Show Signup: Group or Individual's Name: _____ <input type="checkbox"/> Yes, I would like to model in the Fashion Show. <input type="checkbox"/> Yes, I would like to be in the Talent Show. I'd like to do the following: _____		T-Shirts:	
		Orders received after 5/15/2000 are subject to availability and additional costs may be required.	
		Adults 18 & Over	\$10.00 x () = \$
Special needs: (please explain)		- Enter qty. for each size	s () ; m () ; l () ; xl ()
		Kids 17 & Under	\$ 8.00 x () = \$
		- Enter qty. for each size	s () ; m () ; l () ; xl ()
		Subtotal of Fees:	\$
Cancellation Policy: Written notice received by June 15, 2000 will provide reimbursements of 80%. Written notice received after June 15, 2000 will provide reimbursements of 20%. Refunds will be mailed one month after the reunion.		Minus Pre-Registration Fees Paid:	- \$
		Total Amount Due:	= \$

Date/Site Hotel Checklist

Hotel location. Close to air, bus, train stations. Close to city visitor sites

Hotel features. Pool, shuttle service, restaurants, bars, gym.

See hotel guest rooms; Single, Double, Suites

Get Single and Double at same rate. Put in contract.

Negotiate best rate.

Tax rates

See hospitality suite. Look for size, capacity, location to guest rooms and hotel features.

See conference rooms for banquets and meetings.

Ask about open/cash bar. Or BYOB rules.

Is audio/visual equipment, TVs VCRs available?

Are microphones or piano available?

Get banquet menus.

Negotiate best food prices. Put in contract.

Special menus; diabetic, vegetarian

Include Tax + tips

Contract issues;

Is deposit required with contract?

Deadlines. When is money due?

Rooms reserved?

of people required?

Cancellation policy.

Hotel Benefits. Get a free room for every 20-30.

Get free upgrades.

Free hospitality suite

Free water station daily in hospitality

Income	Planned	Actual	Total Num.#	Expenses Actual	
Members					
Kids age 0-5				5	
Kids age 6-17	200 20*10	190		20 Office	532.76
18 & Over	4000 80*50	4838		100 Hotel	3533.6
Retired & Seniors	650 13*50	642		20 Newsletter	585.31
Fundraisers				145 Fundraisers	1020.51
T-shirts	700	500		Fun Day	167
Bowling Party	200	200		Registration	427.82
Raffle	418	418		Trans.	290
Skate party	130	130		Banquet	208
Fun Day	167	167			
Photographer					
Transportation	300	100			
TOTALS	6765	7185		Total Balance	6765
Projected Profit (difference between planned income and costs)	\$269.00				420 difference between actual income subject to final audit. Never got bank statements to check actuals.

O'Kelley-Darris Reunion Budget

Expenses	Planned	Actual
Office		224.76 all office stuff has grouped
mtg notice	\$224.76	
Labels		
postage		
STL		
phone calls		donated
P.O. Box		
Family Banner	\$50.00	31
Eldest Contest		200 refunded
Hotel Deposit		200 hotel cost
Room for Beatrice		77
total		532.76
Banquet		
Meals	2480 (115 people)	2280 in hotel cost(-deposit)
Decorations		
*DJ	150	150
Awards		not needed just recognized folks
Fashion/Talent Show		no expense
Memorial Service		
candle/holders	30	58
total		208
Brunch		
Meals	739.5 (87 people)	739.5 hotel cost
Totals	\$6,496.00	\$6,765.00

Expenses	Planned	Actual
Adult/Youth		
Supplies		donated
AV equipment		donated
Registraion		
souvenir	264.82	264.82 mugs and pens
Name tags/misc.	50	36
Hospitality		
soda & Juice	20	20
Snacks	30	40
paper goods	20	10
ice	10	7
Continental breakfast	50	50 never got actual from Loyce
Reception food	314.1	314.1 hotel cost
total		427.82
Printing		
reunion guide		donated
programs		
banquet		donated
brunch		not needed
newsletter	585.31	585.31 two (6 page) letters sent to 300+ people
Fundraisers		
T-shirts	590.72	590.72 70 t-shirts
Bowling Party	108	108
Raffle	258.32	258.32
skate party	63.47	63.47
Photos		Group picture taken at banquet
Total		1020.51

Family Fun Day	167	167 all items grouped.
Meat		
Charcole		
papergoods		
condiments		
bread		
Misc.		
Transportation		
bus	200	200
Museum	90	90 never got actual from Karl
Arch	0	0 no cost just visit.

O'KELLEY FAMILY REUNION PLANNING MEETING – 2012 ST. LOUIS, MO

Saturday, December 18, 2010

Start Time: _____

Location: _____

Committee Board	Loyce Huston – Co-Chair, Joseph O’Kelley – Co-Chair, TBD – Secretary , TBD – Treasurer, TBD – Sergeant at Arms, TBD – Promotion/PR, TBD – Transportation, TBD – Registration, TBD – Date/Site, TBD – Activities, (OTHER Lead Roles?)	Roll Call
Committee Members	In attendance: Names TBD	#
Attendance Sheet	Circulate for signage	
	<ul style="list-style-type: none"> • Call To Order 	?
	<ul style="list-style-type: none"> • Opening Prayer 	?
	<ul style="list-style-type: none"> • Welcome / Introduction 	Loyce Huston
	<ul style="list-style-type: none"> • Approval (or recap) of Minutes 	?
	<u>Old Business:</u> A. Reunion Planning B. Committee roles C. Email protocols D. Proposed Update to O’Kelley Logo for 2012	
	<u>New Business:</u> A. Nomination/Election of Officers B. Nomination/Election of Committee Members C. Reunion Planning	
	<ul style="list-style-type: none"> • Additions to Agenda 	
* Next Meeting Date: _____ * Location: _____		

Secretary

Date