

# John Marshall High School

## Reunion Planning Guidelines



Revised 2014

## **John Marshall High School Alumni Association**

**P.O. Box 16678**

**Rocky River, Ohio 44116-0678**

**(440) 356-0249**

The John Marshall Alumni Association has a list of names and addresses for most graduating classes. The Association will be glad to assist your reunion committee in your search for current addresses, phone numbers, and email addresses. The records are computerized in Microsoft Access and specific reports are available to committees, as well as printed labels upon request.

The class data is only as good as the information received by the Alumni Association. Many classmates will be listed as “lost”. This simply means that mail to that address has been returned, with no forwarding address given. The Alumni Association does not have the resources to track down “lost” alumni. This is why it is so important to get an early start to locate as many missing classmates as possible. After the reunion, be sure to send a copy of your updated class list to the Alumni Association.

### **Planning the Perfect Class Reunion**

The following is meant to serve as a guide in planning your reunion. No two reunions are alike, but every reunion requires upfront planning to be successful. Don't underestimate the work involved. There are many details and arrangements to be taken care of. Successful reunions are the result of successful committees. Committees that are active and well organized will be positioned for success. Organizing a successful reunion can be a truly enriching and rewarding experience where old friendships are re-established and new friendships formed.

## **FORM A REUNION COMMITTEE**

Initially, it is expected that the Class Officers are to call a meeting to form a reunion committee. Start by forming a core local team of dedicated and enthusiastic individuals, not just class officers, who are willing to go the extra mile to ensure a successful reunion. Most people have computer access these days, so non-locals can participate in many preparations. Meetings could be Skyped, so others committee members can actually be included in the discussions. Having local committee members is helpful in securing the venues. Schedule a meeting of class members interested in planning the reunion. Keep your committee small, with at least three people, yet not more than ten. Try to secure classmates living closer to the event to help with making decorations, assembling name tags, preparing displays and assisting with setting up the day of the event.

## **APPOINT KEY COMMITTEE MEMBERS**

### **Chairperson**

Appoint a chairperson at the first meeting, who will be responsible for scheduling meetings and checking that sub-committees are on schedule. The chairperson is the catalyst for keeping things running smoothly.

### **Treasurer**

Appoint a treasurer to oversee finances and be responsible for all and all money matters. The treasurer will open and maintain an account at any bank in the name of John Marshall High School Class of \_\_\_\_\_, keep the books, pay the bills, keep receipts, and make deposits. The treasurer's home address will be used for the bank account. We suggest having two signatures registered to the account. In the past, the issue of placing one's social security number on the account was a problem for some, as it may have affected their interest earnings, but that is no longer an issue. For those wishing to pay with a credit card, having a PayPal account linked to the bank account might help with getting funds and responses faster.

\*\*\* Please note the Alumni Association is prohibited by the IRS from giving out our tax-free ID number for class reunion use. Nor does the Association supply start-up funds for reunion committees.\*\*\*

**Secretary**

Appoint a secretary who will keep written records of meetings and handle all correspondence. It is suggested that two mailings might be best, with a save-the-date postcard and then the actual reunion invitation. The secretary will work closely with the treasurer and keep track of all reservations.

**Reunion Book Coordinator**

Appoint a reunion book coordinator who is responsible for selecting the book format, any editing, and ordering the printing of the reunion book. A memory book may be as simple or as elaborate as funds permit. Some classes provide a list of names, addresses, phone numbers, and emails. If publishing addresses in the memory book, ask your classmates for permission (on the response form). A memory book on a CD can be a cost-effective method. Don't forget to share a copy of the memory book with the Alumni Association. BELOW further suggestions on what might be included in the memory book.

**Entertainment Coordinator**

Appoint an entertainment coordinator who is responsible for hiring the band or DJ after obtaining the approval of the reunion committee. Most people are interested in renewing old friendships and sharing memories, so plan for soft, background music during the dinner. Consider a DJ/band that will work with you – your selection of music, volume levels for the entire evening, play music of your era, or accept requests.

**Alumni Liaison**

Appoint an alumni liaison who will work with the Alumni Association in furnishing class lists, assisting with missing persons, and assisting with publicity.

**Other Committees**

Solicit classmate volunteers who can actively participate and be assigned to work on various reunion tasks. Share the work amongst as many who are willing to offer their help.

**The following is a list of tasks to consider for sub-committees or small groups to work on:**

- date selection
- determine event venue and format
- event program (speakers, tributes)
- event location / lodging selection
- financing (with committee providing upfront costs)
- classmate contact listing
  - postal addresses, email addresses, phone numbers
  - search for missing classmates
  - update addresses to Alumni Association regularly
- web site development / maintenance /yearbook CD
- decorations, including table centerpieces
- entertainment
- photographer
- registration
- name tags
- ask adult children or friends to operate check in during the dinner hour (offer them a meal for their assistance)
- mementos
  - reunion / memories booklet
  - novelties
  - prizes / awards (farthest, closest, children, etc.)
- marketing & communications
  - mailers, mass emails
  - newspaper and Internet advertising
- deceased classmates tribute
- additional reunion activities
  - JMH tours, pre & post reunion events
- class gift to John Marshall

**What are some of the upfront expenses we might incur?**

- Reunion facilities deposit
- Entertainment deposit
- Deposits for addition activities (tours, golf outing, etc.)
- Stationary and postage
- Printing booklets, labels, name tags, etc.
- Gifts/novelties
- Decorations
- Web site development and hosting

### **When do we start?**

Some reunion committees begin forming and start planning up to two years in advance of their reunion. The amount of lead time you need really depends on how elaborate of an event you are planning, but generally speaking, the more time you give yourselves the better! If you begin two years prior, it is suggested that you initially meet quarterly.

Whether you are planning a simple family picnic or a formal event, you will minimally want to start planning at least 12 to 16 months in advance. Don't expect to have a successful reunion if you start planning only 6 months before the event. Many classmates will need significant lead time in order to participate, especially out-of-town alumni. Consider also that prime locations and other services needed for the reunion may require 1-2 year advance booking.

### **How often should we meet?**

The reunion committee should plan to meet once a month, either in person or via conference call. Consider augmenting some of your meetings by using an online chat room or message boards or by Skyping. This can be a convenient inexpensive way of discussing some of the finer details of the reunion and may make it easy for non-local classmates to participate and contribute.

## **Timeline for success**

***This is a sample timeline to consider for planning your event:***

### **Twenty-four months before:**

Form the key committee and appoint the key committee chairpersons.

Recruit and appoint subcommittee members

Survey classmates for ideas and venue preferences

Determine event format (picnic, dinner-dance, informal/formal, single or multi-day event)

Brainstorm additional activities (golf outing, city tour, etc.)

Set dates

Scout candidate reunion facilities and hotels

Develop a budget.

Create a website or a Facebook Group.

Use a website for collecting funds and keeping track of your events. Google – reunion planning.

Determine mailings and develop the mailing list.

- Contact the Alumni Association for a list of your classmates. Make a copy for your files as an original list = don't alter it. Make changes on a working copy. We can also provide a spreadsheet of your class.
- List can include name changes, address, zip, phone and cell numbers, email, spouse, last update date and status. Be advised – not all info always there – if we get it, we include it.
- Status codes: A – active, C – committee, D – deceased, L – lost, no lead, M – married to another JMH grad or multiple addresses recorded with siblings, member of 2 classes (ie. graduated early), R – refused – requested not to be contacted, X – duplicate in our records
- As you find classmates, submit their info to us, we'll update our records. It is best to send updates in small quantities. Then, when you need the mailing labels, the info will be updated. See \*\*\* in 12 months before.

### **Eighteen months before:**

Select and reserve reunion facility and hotels.

Arrange for and hire entertainment, caterer, photographer, etc.

For some facilities – deposit is due a year in advance (See Metroparks info at the end of booklet)

### **Twelve months before:**

Determine cost per ticket.

- Single price, couple price;
- A deposit due early, balance due closer to the event?
- Early bird special - \$10 or \$15 discount for those who pay in full by a date shortly after first contact/ mailing (helps with deposits needed for venues.)
- Determine a refund policy. Set a cut-off date for refunds. Consider case by case for last minute cancellations. Sometimes life gets in the way. Some people never show up, nor do they contact the committee. What will you do?
- Send initial mailer announcing date, cost and location of reunion. \*\*\*Request labels.
- If you have been updating with us (the Alumni Association) regularly, the labels should be current and correct.
- Labels sent are only for Active addresses.

Follow up with emails to classmates, using bcc.

- Include email addresses in a string under **bcc**, not cc. Many email addresses are work related – consider this a privacy issue. Sending out as cc is publishing information without their permission and could interfere with work.

Publicize reunion information, including public websites and newspapers.

- Contact us at [info@jmhalumni.com](mailto:info@jmhalumni.com) – announcement included in April newsletter and our web page.
- Create a Facebook group page for classmates to connect and reconnect!
- Sun News and PD Friday magazine.

Contact a hotel near your venue arrange for a block of rooms. Most hotels will hold at least 10.

- If a reunion is being held at that hotel, they may also offer a room for gathering, at a minimal cost or for free. Some extra perks may be added as well, so ask!
- Arrange for additional leisure activities (sightseeing tours, etc.)
- Hotel will usually provide at least a 10% discount on room rates.

Pay deposits

**Six months before:**

Confirm all reservations, caterer, entertainment, etc.

Select menu

Meet with hotel and reunion venue staff

**Four months before:**

Mail reunion registration material.

- Request another list of labels. Make sure you've sent or have been sending updates to the AA first!

Make payment arrangements with suppliers (meals, tours, photographer, DJ, etc.)

**One month before:**

Send a follow-up to those who have not responded, possibly including a list of those who have already responded.

Finalize any last minute details.

Create an exit questionnaire for attendees to fill out before they leave. See example at the end of the guide.

**One month after:**

Have a closing meeting. See further description below.

### **When should we have our reunion?**

Friday or Saturday is the most desirable days to consider for your reunion. The most popular months of the year to have a reunion are early summer through late fall. The weather is more accommodating during this time, especially for those classmates traveling from out of town. There will always be people who aren't satisfied with the date. Just try to accommodate the majority.

### **Should we have a single day or multi-day event?**

Some classes just have a one evening reunion event, while other classes host multi-day reunions. Those classmates who have attended reunions repeatedly echo the same words after the reunion is over... 'the evening went by too fast'... 'there just wasn't enough time to talk with everyone'. How do you pack 5, 10, 20, 30 years of each other's lives inside of 5 hours? You can't. Hosting a multi-day reunion, however, gives your classmates additional time to relax and get reacquainted. This is also a far more attractive venue for those traveling from afar to attend the reunion. Hosting a multi-day reunion involves more work, but offers many advantages to your classmates.

### **Following are some suggestions for a multi-day reunion weekend:**

#### **Friday night:**

Many classes kick off their reunion activities with an informal Friday night get together that are referred to as 'Mixers', 'Warm Ups' or 'Icebreakers'. As these names imply this event is intended to loosen classmates up in an informal, neutral, and relaxed atmosphere prior to the grand event. Typically, these are held at a local restaurant or bar. Typically, classmates pay for their own cocktails, the committee can decide to offer appetizers. Keep this event simple. Don't put a lot of stress on yourselves, as you need to direct most of your energies toward planning the big event. No program is necessary. Suggested venues are PJ McIntyre's, Razzle's, Upper Deck, Rivals, and Panini's. Some have done a Goodtime Cruise or an Indian's game as a Friday event. A list of local contacts is available below.

### **Saturday:**

Consider adding some daytime events. Some classes have organized activities such as a morning golf outing, local site seeing tour on Lolly-the-Trolley, a boat trip on the Goodtime, or a group shopping trip. No matter what pre-reunion events you plan, don't underestimate their value in terms of making classmates more comfortable attending the reunion event. They all serve as relaxers or anxiety reducers that can help make the big event a smashing success.

The reunion committee arranges for the format of the evening, highlighted by the reunion dinner. Possibilities to consider are sit-down or buffet dinners, with cash or open bars, live music or DJ's, and photos or videos. For the 20<sup>th</sup> or the 25<sup>th</sup> reunions, a school photo company can be secured with the possibility of purchasing a photo book afterwards. Or contact a friend (photographer) who can take quality photos of classmates/spouses when they enter the event or candid shots to be included in a DVD of the event. (Payment for a dinner and/or an offered fee for their time.)

- Regarding photos – most are digital these days. Camera settings should be at a higher resolution (not at how many you can get on a disk). Quality of photo for publication or enlargement is much better at a higher resolution. 300dpi at least. Also – be sure to use a flash and/or external flashes if indoor lighting (and in some cases outdoor) is poor.

### **Sunday:**

If your class isn't already burned out from Friday and Saturday festivities you might want to consider a wind-down event, such as a Sunday brunch or picnic. With the Metro Parks so close and familiar to JMH graduates, this can be done without much effort.. This is a chance for any last-minute catching up in a less hectic atmosphere. Or it can be a fun-filled family picnic day. Include games and activities for all age ranges. There are many reserved areas in the

park; however, there is a non-refundable fee, attendance limit, and a year-in-advance reservation by contacting Cleveland Metroparks. There are other non-reserved areas, but someone would have to be there early to claim one for the event. Some private groups/churches also have grounds available. Many facilities have regulations regarding alcohol, so it's best to check out their policies before you decide to commit.

### **Where should be have our reunion?**

The committee should first research locations and dates for the dinner, as this is the featured event. Be sure to book your location early, because party centers fill up quickly. Get a signed contract. Many class reunions are held at local hotels or party center. Keep in mind that any location that sells liquor will not allow BYOB.

Consider the cost. The most expensive places may be unaffordable to many people, including retirees or younger classmates. This is also true for out-of-town travelers who must deal with airfares and hotels. Try to keep the dinner-dance affordable, possibly around \$45 per person.

- No funds to start with? Committee prepays an amount toward their total. Supplies down payments.
- Offer classmates a discount if they prepay by a given date. Gets more money in for operating expenses.
- Decide if you want to pursue a website to post your reunion info and collect your money. Google search for reunion planning websites. Be aware – that just like Pay Pal – there is usually a fee taken from the total you collect. There might be other fees – so read their info carefully. Fees can be between 2% and 6%.
- Major decision for a main event – do you accept payment at the door? Most venues require a number a week before the event. Venues typically prepare food for about 10% over that number, but do you want to worry about that? Some committees have published – No Door Sales – must have reservation in by deadline. Others have an entrance fee paid at the door (or can be collected prior) for those who don't wish

to eat. Charge \$20.00 for arrival AFTER the dinner hour. After all – you still have to pay for use of the hall, security, band, etc. This could provide a cushion toward the next reunion.

Consider in the budget all expenses, including the cost of the dinner, gratuity, tax, mailings, memory book, printing, entertainment, favors, door prizes, and name tags.

Formality is not necessarily the key to success. Some people feel more comfortable in a casual setting. Remember also that the place is secondary to the event. Getting together in a spirit of fun and congeniality is the real key to the successful evening. A recent reunion had a ReProm – dressed to the nines. Another suggested all black or all white for one of their casual events. Definitely was a way to make the event unique and memorable. Maybe a themed event like a Hawaiian vacation – Hawaiian shirts, sandals, sunglasses, etc., you get the picture!

### Memory Book Suggestions

Memory Books can be a great way to remember the reunion weekend. Usually they contain a Memorial Page, for those who have already moved on, Description of the Event(s) and Locations, Listing of Committee Members, Statistics on the class, i.e. – married, single, most kids, college grads, distance traveled, etc., menu, DJ/band info, donors (if you choose to list those who sent in extra money, door prize contributors, candid photos of classmates during school years, yearbook photos matched with the names, and contact information. In the past, some classes had included info on the entire class, more recently others just listed info for those attending or responding to the event(s) For publishing contact info in Memory Book we suggest including a space on your questionnaire where classmate gives permission for you to publish their contact info.

Remind classmates to update their addresses with you or the Alumni Association if they move.

### **What kinds of activities should we provide at the reunion?**

If you are planning a more formal evening event, certainly the night will contain a sit down dinner and music entertainment. You can add some formality to the evening with an official opening welcome from the chairperson and a few brief speeches and awards before dinner, as well as a tribute to classmates who have passed away. One thing you need to remember is that people are coming to the reunion to catch up with old friends. You need to allocate the majority of the evening to socializing. Consider a continuously running slide show of old class photos and setting up a nostalgia table for classmates to view memorabilia and artifacts from your class past. This is a great way to jog faded memories and spark discussions amongst classmates. If you want to encourage dancing, make sure your music provider plays music from your era.

### **After the Reunion**

A full committee meeting to critique the reunion should be held. Don't be disappointed if it did not measure up to your expectations. Those in attendance will remember the fun they had and will not be aware if anything was amiss. Besides, the next one will be better as you become more proficient at running a reunion.

Keep a file, write a report, or make an outline for the next reunion. Too many details are lost in the ensuing years.

If you created an exit questionnaire – review the comments and base your future decisions on your classmates' responses. Decide if you would like to have another in 5 or 10 years or at the next 'huge' anniversary. Determine which 3 committee members will be the official contacts for the Alumni Association for the next reunion. Before you pack everything away – be sure to send several photos of groups (with individuals identified) for publication in the next newsletter and posting on our website.

Then submit to the JMHAAs the corrected addresses, names, phone, email, etc. – contact information that is NEW from what we supplied to you (that original list). If you've sent us updates regularly, highlight those that have been changed or any new ones you've received and print out the list or send a spreadsheet with the changed RECORDS highlighted. It is time consuming on our end to have to look at each and every record to determine what is different. Remember – we update info for other classes as well! Anything that helps us, will eventually help you!

If over the years, you get updates from your classmates, please forward as you receive them. We do want to make it easier for you the next time you plan an event. Our annual mailings help keep addresses relatively current.

If you have any money left over, be sure to keep some for the next reunion, but also consider making a donation to the Alumni Association. We do most of our work on a volunteer basis, and with ever-increasing costs, we would be pleased with any additional help.

**\*\*The Alumni Association is neither responsible for any monies nor will hold any monies left over from a class reunion.\*\*\***

## Our General Policies

Information: We do not share reunion lists with anyone other than recognized reunion committees. We would like three individuals to be identified as representatives of the reunion committee. We do this for several reasons:

1. Privacy
2. If someone wishes to be removed from our mailing – we indicate that in the database – we may still have info on them, but if indicated as an R – we expect the committees to respect their wishes and not contact them. Address may be inaccurate as well.
3. Our list is not to be disseminated to any one or group for use for a mailing list for a business or organization.
4. If classmate A wants to reconnect with classmate B, we don't give out B's info. We attempt to contact B, give them A's info. If B wishes to reconnect, it is up to that individual.

## Reunion Committees:

1. To prevent conflicts – If an individual or a group is willing to take on the task of planning a reunion (particularly if the existing committee hasn't held one in years) the existing committee has the right to refuse to have the class list released. The existing committee should invite them to join for the next planned reunion.
2. If a class wishes to include classes before and after their year for an event, those class committees must be contacted. A list cannot be released without their identified committee members contacting us giving their approval.
3. *Our suggestion - If an existing reunion committee has not held an announced, whole class reunion in 20 years, then it is requested that the existing committee should surrender their roles to others willing to take on the task.*

## Suggested Venues- JMH Reunions have been held at these Suggested Venues

There are many others out there – if you choose something not on this list – please let us know – we'll be glad to add.

(If viewing online, [blue text](#) indicates an active link.)

### Marriott

#### Airport

4277 West 150<sup>th</sup> Street  
Cleveland OH 44135  
216-706-8719  
216-252-5333

#### Downtown-Key Center

127 Public Square  
Cleveland OH  
216-696-9200

#### East-Beachwood

26300 Harvard Rd  
Warrensville Hts OH 44122  
216-389-9191

#### Renaissance

24 Public Square  
Cleveland OH 44113  
216-696-5600

### Holiday Inn

#### Independence

6001 Rockside Road  
Independence OH 44131  
216-524-8050

#### [Event Info](#)

#### Strongsville

15471 Royalton Rd  
Strongsville, OH 44136  
440-238-8800

#### [Event Info](#)

#### Westlake

1100 Crocker Rd  
Westlake OH 44145  
440-871-8000

#### Airport

4181 W 150<sup>th</sup> St.  
Cleveland OH 44135  
216-252-7700

#### [Event Info](#)

### Hilton Double Tree- Lakeside

1111 Lakeside Avenue  
Cleveland OH 44114  
216-241-5000

#### Sheraton-Airport

5300 Riverside Dr.  
Cleveland OH 44135  
866-460-7456

#### Crown Plaza- Middleburg Hts

7230 Engle Rd.  
Middleburg Hts OH 44130  
877-270-1393  
440-243-4040

#### [Event Info](#)

#### Crown Plaza – Independence

5300 Rockside Rd  
Independence OH 44131  
216-524-0700

### Ridge Manor

4630 Ridge Road  
Brooklyn OH 44144  
216-749-5509

#### West Side Irish- American Club

8559 Jennings Road  
Olmsted Twp OH 44138  
440-235-5868

#### Executive Caterers at Landerhaven

6111 Landerhaven Dr.  
Mayfield Hts OH 44124  
440-449-0700

#### Michaud's Towne & Country

16808 Pearl Road  
Strongsville OH 44136  
440-238-7078

**Wagner's of Westlake**

30855 Center Ridge Road  
Westlake OH 44145  
440-871-8800

**Massimo da Milano**

1400 West 25<sup>th</sup> Street  
Cleveland, OH 44113  
216-696-2323

**100<sup>th</sup> Bomb Group  
Restaurant**

20920 Brook Park Road  
Cleveland, Ohio 44135  
216-267-2819

**Grand Pacific Hotel**

8112 Columbia Road  
Olmsted Falls, Ohio 44138  
440-234-1414

**Raddison – North**

**Olmsted**

25070 Country Club Blvd.  
North Olmsted OH 44070  
440-734-5060

**Stancato's**

7380 State Road  
Parma, Ohio 44134  
440-886-6242

**Beachcliff Tavern -  
Rocky River**

19245 Detroit Rd  
Rocky River, OH 44116  
440-333-4686

**Brennan's Party Center**

13000 Triskett Road  
Cleveland, Ohio 44111  
  
216-251-2131

**Venues for Mixers, No Frills, Less Formal**

**Upper Deck**

Owner Tim Riha 6/72  
11111 Bagley Rd  
Berea, OH 44107  
440-891-7427 (RIBS)

**Razzle's**

27128 Bagley Rd.  
Olmsted Falls, OH 44138  
(440) 235-3663

**West Park Station**

17015 Lorain Ave,  
Cleveland, OH 44111  
(216) 476-2000

**Rivals Sport Bar and Grille**

6710 Smith Rd  
Middleburg Hts OH 44130  
(216) 267-0005

**Third Place**

3314 Warren Rd  
Cleveland, OH 44111  
(216) 941-1333

**Alfonso's**

7786 W 130th St,  
Cleveland, OH 44130  
(440) 845-9610

**Panini's-West Park**

17209 Lorain Avenue  
Cleveland, OH 44111-4015  
216-938-8930

**Tony K's**

841 Bagley Rd  
Berea, OH 44017  
440-234-9700

**Around the Corner-LKWD**

Owner Pat Wahl Krivosh  
6/70 & Mickey Lkwd 6/70  
18616 Detroit Ave.  
Lakewood OH 44107  
(216) 521-4413

**Winking Lizard- Main**

28380 Miles Rd.  
Bedford Hts. OH 44146  
216-831-0022  
216-831-7999

**Winking Lizard – Independence**

6111 Quarry Road  
Independence, OH  
(216) 524-2226

**Winking Lizard-Lakewood**

14018 Detroit Ave.  
Lakewood OH44107  
216-226-6693

**Winking Lizard – Downtown**

811 Huron Rd E (at Prospect)  
Cleveland, OH 44115  
(216) 589-0313

**Aloft Hotel – West Bank**

1111 W. 10th St.  
Cleveland, OH, 44113  
**1-866-460-7456**

**Dave & Busters – Westlake**

25735 First Street  
Westlake, OH 44145  
440-892-1415  
[elizabeth\\_beard@daveandbusters.com](mailto:elizabeth_beard@daveandbusters.com)

**J-Roy's Lounge**

21300 Libby Rd  
Maple Heights, OH 44137  
(216) 581-8530

**Savannah Bar & Grille**

30676 Detroit Rd.  
Westlake, OH 44145  
(440) 892-2266

**Tom's Country Place**

3442 Stoney Ridge Rd.  
Avon, OH  
440-333-8804  
440-934-4553

**Donauschwaben-Lenau Park**

7370 Columbia Rd.  
Olmsted Twp., OH 44138  
440-235-2646

**Cleveland Yachting Club**

**A member must sponsor.**  
200 Yacht Club Dr,  
Cleveland, OH 44116  
(440) 333-1155

## Picnic, Other Venues

### Cleveland Metroparks

216-635-3304

### Previously Used Facilities by JMH

Albion Woods, Morgan's  
Hollow, Royalview

Must call to reserve a year to  
the day before your event  
date. Suggest having  
multiple people call to have  
a better chance of reserving  
a facility.

Other picnic areas are  
available within the park. In  
order to secure a specific  
site, someone has to 'claim'  
the pavilion the morning of  
the event.

### Lolly the Trolley

1790 Columbus Rd  
Cleveland, OH 44113  
(216) 771-4484

### Little Met

18599 Old Lorain Rd.  
Cleveland, Ohio 44111  
216-941-9672

### Big Met

4811 Valley Parkway  
Fairview Park, Ohio 44126  
440-331-1070

### North Olmsted Golf Club

5840 Canterbury Rd  
North Olmsted, OH 44070  
(440) 777-0220

### The Links Golf Course – Olmsted Falls

26111 John Rd.  
Olmsted Twp. OH 44138  
440-235-0501

### Goodtime III

825 East Ninth Street Pier  
North Coast Harbor  
Cleveland, OH 44114-1017  
Phone: [216-861-5110](tel:216-861-5110)  
Fax: [216-861-3213](tel:216-861-3213)

### Nautica Queen

1153 Main Ave.  
Flats-Downtown  
Cleveland OH 44113  
216-696-8888

### DJ's/Band

Time Warp Band  
440-835-1770 X 207  
[www.timewarpband.net](http://www.timewarpband.net)  
[john@katzbachinsurance.com](mailto:john@katzbachinsurance.com)  
60's & 70's music

### Photographers

Ron Kalister, '72  
Contact us or on Facebook.

### Cleveland Metropolitan School District

1111 Superior Ave E  
Cleveland OH 44114  
216-838-0000

### John Marshall High School

**216-838-6000**

For a tour for your class  
contact the school first.  
Arrangements can possibly  
be made with the school  
after class hours, which are  
8:30-3:00 for 2014-2015.  
Otherwise, the school will  
direct you to downtown to  
obtain a permit (there is a  
fee) for evening or weekend  
times.

Obviously, as of this printing  
– a tour won't be able to  
occur until after the new  
school is open. We would  
suggest waiting until after  
10/2015 before asking – let  
the staff and students get  
settled so that you can see  
the progress/activity in the  
building.

**Search Links & Suggestion**

(View this document on our webpage – blue text is an active link direct to the actual search page.)

[www.whitepages.com](http://www.whitepages.com)

If two addresses appear for a single record, usually the first is a previous address, the second a new one.

Not always are the records current.

Phone numbers MAY be disconnected.

[www.zabasearch.com](http://www.zabasearch.com)

Info here is not always accurate either – but this site gives an age in many cases which helps identify a classmate.

Info here has been compiled from loan applications, apartment rentals, etc. where individuals have applied for something at some time.

[www.ancestry.com](http://www.ancestry.com)

A paid membership is required to access this site. A trial (free) period may be available, but it may only be available for a week – so this would be good for those long lost individuals.

This site is available at the Cuyahoga County libraries – in house. You can cut & paste info you find into an email to send to yourself or on to a document to save on a jump drive that you take with you.

[Familysearch.org](http://Familysearch.org)

Mormon Church – Latter Day Saints – genealogy research.

[www.cpl.org](http://www.cpl.org)

Two great uses for this site.

[JMH Vanguards at CPL](#)

Many JMH yearbooks (Vanguarders) are at the library and have been scanned.

[CPL Necrology File](#)

The necrology file allows a search for obits prior to 1975 from the Plain Dealer and Press. There may be other resources in this file as well. This can help confirm a classmate's family location, possible married name, siblings to contact, etc.

## **County Auditor**

### **WebSites**

Great for confirming a current address, finding a spouse's, sibling's, or parents' names to help verify. The records here go back to 1975. The TABS to look at are Transfer History (this is where info recorded back to 1975) and Taxes (indicates current owner – if it is a rental property for sure, there will probably be a different tax mailing address. Sometimes difficult to determine whether this is rental. Must use info here in conjunction with other reference sites. Other auditor websites give some of the same info, but not as much as Cuyahoga – mainly look for current and transfers. You can search by name or by address. For a name like Smith, best to search by previous address first, then by region or suburb.

[Cuyahoga County Auditor](#)

[Lorain County](#)

[Medina County](#)

[Lake County](#)

[Geauga County](#)

[Summit County](#)

### **Probate Records**

Great for finding the married name of a female classmate. However, records prior to 1999 in Cuyahoga, only give volume & page info – no dates, locations, but the spouse's name is a lead and then can search for a current listing in whitepages.com based on those names. After 1999, record does give marriage date and address of both parties at the time of marriage – another lead.

[Cuyahoga County](#)

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[Geauga County](#)

[Franklin County](#)

### **Common Pleas Court**

This can help determine a divorce/separation, other civil court actions, and also a criminal court case. Addresses and birthdates here can help confirm a classmate's location (at that particular date) and therefore a lead. Criminal cases are usually searched for that elusive classmate.

[Cuyahoga County](#)

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[Geauga County](#)

[Franklin County](#)

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**Class of 1965**

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