



Full-Service Reunion Planning Agreement

This Agreement is made between Reunited, Inc. ("Reunited") and the Reunion Committee. The date of this Agreement is the date it is accepted and signed below by Reunited.

The Reunion Committee has the present authority expressed and implied to act on behalf of their respective high school graduation class and hereby contracts with Reunited for production services in connection with their upcoming reunion.

1. **Unsanctioned Reunion Events:** The Reunion Committee nor any group or individual from the class will not market by any means any event that is not included in this Agreement or the Reunion Event Proposal and expressly agreed upon by Reunited and the Reunion Committee. It is agreed that failure to comply will cause damage to Reunited in terms of attendance at agreed upon reunion events and it is agreed that the committee will forfeit their deposit and compensate Reunited for its damages.
2. **Reunited Services:** Reunited's services include, but are not limited to:
 - a. Creation of composite alumni database from materials provided by committee
 - b. Capture of all individual senior class portraits (when available) from yearbook
 - c. Alumni search
 - d. Banquet facility arrangement
 - e. Food & beverage menu planning
 - f. Entertainment arrangement
 - g. Pay any required deposits to secure requested facilities, caterers, vendors, or entertainers
 - h. Preparation and distribution of reunion marketing materials
 - i. Reunited.com:
 - i. Real-time reunion progress reports/stats for committee members
 - ii. Complimentary access for all alumni to access reunion information and make online payments.
 - iii. Online customer service interface
 - iv. Online reunion directory of all classmates
 - j. Centralized inbound alumni phone and email support
 - k. Onsite photography service and online post-reunion photo hosting at Reunited.TV

- l. Onsite event decorating
- m. Reunion slide show presentation
- n. Alumnus and guest name badges
- o. Onsite event management and registration staffing.
 - i. Additional services as may be requested by the Reunion Committee to be set forth on a separate document ("Reunion Event Proposal") to this Agreement.
 - ii. Any changes to the Reunion Event Proposal must be set forth in writing and signed by all parties.
- p. Reunited may add or delete services at any time with or without notice based on prevailing market conditions, developing technologies or resource availability.

3. **Reunion Committee Obligations:** Designated members of the Reunion Committee agrees to the following obligations:

- a. Provide a fully-refundable \$500 Reunion Committee Deposit along with the execution of this document (details appear in Section 4 below)
- b. Provide a class yearbook
- c. Provide a copy of its class commencement program
- d. Provide a student or parent address list as of the students' senior year
- e. Provide a current list of known alumni emails, addresses and telephone numbers
- f. Pay individual reunion admission fees no later than 60-days prior to the reunion.
- g. Maintain ongoing communications with classmates via Reunited.com, email and telephone
 - i. The Committee is expected to make personal phone calls to alumni (list provided on Reunited.com) urging their response and attendance at reunion event(s);
 - ii. Utilize the email facility on Reunited.com to send email messages to the entire class as well as individuals to promote the reunion on a regular basis;
 - iii. Assign at least one reunion committee member with the responsibility of updating alumni records on Reunited.com when necessary;
 - iv. Provide digital images for inclusion in the reunion slide show.
 - v. Submit notices and press releases to local media outlets
 - vi. Post reunion listings on other Internet alumni websites

4. **Reunion Committee Deposit (Refundable):**

- a. A \$500 security deposit is required to be paid at the time this time this document is executed. Deposit may be paid by check or credit card.
- b. Conditions for refunding the deposit are as follows:
 - 1. The minimum attendance goal for the primary reunion event of 30 percent (alumni and guests combined) of the total class size is met by the Monday prior to the published date of the reunion. As an example, if the database on Reunited.com contains 400 alumni records, the minimum attendance goal for the primary reunion event is 120 total attendees (regardless if an alumnus or

the guest of an alumnus). As long as 120 individuals are pre-paid by the Monday prior to the reunion, the security deposit is returned to the committee chairperson in full. Should the attendance goal not be met by the Monday prior to the reunion, the security deposit is forfeited in its entirety.

- i. All **Committee Obligations** outlined in Section 3 above have been met. Again, committee members are expected to pay for their personal reunion admission fees at least 60 days prior to the reunion.

c. **Venue Deposit/Guarantee Offset**

1. Certain reunion venues require a minimum revenue commitment or fee in order to use a space **specifically requested by the reunion committee**. If such a case exists, Reunited may require the reunion committee to guarantee any additional fees which may place Reunited, Inc. in an extraordinary position of risk.
2. Terms of such fees will be discussed with the reunion committee during the discovery phase of the planning process and will be specified on the Reunion Event Proposal document.

5. **Ticket Pricing:** Once Reunited's services have been engaged based on the terms set forth above, we will work directly with the reunion committee chairperson to define the specifics of the reunion event(s). Based upon the input received from the committee related to preferred dates, locations, agenda, etc., Reunited will prepare the Reunion Event Proposal which details the myriad of choices related to the reunion.

- a. The per-person ticket cost includes the cost of requested events and Reunited's fee, which is borne by each individual's reunion admission fee.
- b. Reunited may be required to substitute food items as necessary (meat cuts, portion sizes, etc.), facility banquet rooms, and /or change or eliminate entertainment costs to maintain the desired ticket price based on the ultimate number of pre-sold admissions.
- c. Once the Reunion Event Proposal is approved by the committee, any additional events, activities, equipment rental or miscellaneous charges desired by the Reunion Committee will be the sole financial responsibility of the Reunion Committee.
- d. Tiered Pricing Policy
 - i. In order to encourage alumni to make payments in a timely fashion (and to help the committee achieve their deposit refund), reunion admissions increase in price as the reunion approaches.
 - ii. Typically there is a \$20 difference between the originally announced admission fee and the final fee.
 - iii. Pricing deadlines will be published on reunion marketing materials.
- e. Online convenience fee
 - i. All payments made via Reunited.com's secure online payment facility are subject to a \$5 per order convenience fee.
 - ii. This fee is not applied to payments made by check or money order which are submitted to Reunited via US Mail.

6. **Marketing Plan:**

- a. Reunited has established a marketing plan and marketing materials to be used for the reunion. Changes to materials may or may not incur additional expense. If costs exceed Reunited's current and reasonable expense, the Reunion Committee and Reunited will agree on the difference and that amount will be incorporated into the ticket cost or paid directly to Reunited by the Reunion Committee.
- b. Reunited has the exclusive right to market all reunion events, memorabilia, products and services, and memento items (such as alumni photos/CD's, apparel, memory books, etc.).

7. Reunion Purchases/Refunds:

- a. Reunited will deposit and cash all cash or money orders made out to the class or school when such items have been sent to Reunited for the payment of a Reunion Ticket or Reunion Memorabilia.
- b. Admissions received from class members, spouses, partners or special guests, to secure their attendance at the reunion events will be refunded provided Reunited receives a request for refund no later than the Monday prior to the reunion, except that a \$20.00 cancellation fee will be charged for each admission cancellation. There will be no refunds for cancellations received after the Monday prior to the reunion. Refunds of payments made by credit card will only be made by credits to the credit card account charged, less the \$20.00 per ticket cancellation fee
- c. Reunited will sell reunion memorabilia before, during and after the reunion event. Items requiring an advanced purchase may not be produced should pre-reunion orders be insufficient to meet the cost of production.

8. Termination/Cancellation of Reunion Events:

- a. This Agreement may be terminated by the Reunion Committee in writing at any time within seven (7) days from the date of this Agreement. If the Reunion Committee terminates this Agreement after seven (7) days from the date of this Agreement but prior to ninety (90) days before the first reunion event, the Reunion Committee agrees to pay a cancellation fee of \$1,000, and in addition agrees to reimburse Reunited for its costs and the amount of any deposits or payments made to vendors and/or facilities. Upon receipt by Reunited of said sums, Reunited will assign any facility reservations and personal service contracts to the Reunion Committee. In such event, all amounts received from class alumni for ticket purchases will be refunded to them.
- b. If the Reunion Committee cancels the reunion or fails to complete its obligations as provided by this Agreement within ninety (90) days of the date scheduled for the first reunion event, Reunited may, at its option, proceed to plan and hold one or more of the reunion events.
- c. Reunited reserves the right to terminate this Agreement if, four (4) weeks prior to the first reunion event, it appears that less than fifty percent (50%) of the minimum projected attendance listed on the Reunion Proposal have registered to attend the reunion events. In such event, all pre-paid attendees will be notified three weeks prior to the first reunion event and all amounts received from class alumni for ticket purchases will be refunded to them.
- d. If a reunion event cannot be held at a contracted location due to circumstances beyond the control of Reunited, Reunited shall make diligent attempts to obtain a new location and/or date. If the reunion event cannot be relocated to a suitable facility on a suitable date, the direct costs associated with that event which could not take place will be allocated among the pre-registered alumni and will be equally shared by them and deducted from their refund within 90 days of the originally scheduled reunion event. Should rescheduling of a reunion be necessary, the Reunion Committee agrees that the ticket price of the new event may be increased to cover Reunited's costs of producing additional mailings and other fees required to successfully re-set the event.
- e. Unless notified otherwise, Reunited, Inc. will maintain its reunion planning relationship with the Reunion Committee from this point forward. Reunited will continue to maintain the class database on Reunited.com and will conduct alumni communications from time to time to encourage classmates to update their profile on the site. Reunited will contact the Reunion Committee Chairperson approximately 12 to 18 months prior to the next regularly scheduled reunion (generally every five years).

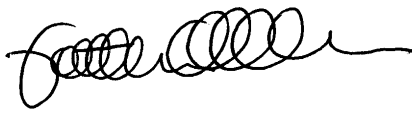
9. **Dispute Resolution:** If litigation is commenced to interpret or enforce any of the provisions of this Agreement, the losing party agrees to pay to the prevailing party, in addition to costs and disbursements, such sums as the court may adjudge reasonable as attorney fees in the litigation in both the trial and/or appellate court. The laws of the State of **Florida** shall govern this Agreement.

10. **Force Majeure:** The performance of this Agreement by either party is subject to acts of God, war, terrorism, disaster, government regulations or other emergencies making it illegal or impossible to substantially perform this Agreement.

The Reunion Committee warrants that it has been duly constituted to engage the services of Reunited to perform reunion-planning services, and by the signature(s) of its members below, agrees to be bound by the terms and conditions of this Agreement.

ACCEPTED:
Reunited, Inc.

The Reunion Committee:

By: 

Jonathan Miller
Title: Vice President

Date signed:

_____/Reunion Contact

Printed name: _____

Name of School: _____

Graduation Year: _____

Date signed: _____

PLEASE INITIAL PRECEDING PAGES IN THE SPACES PROVIDED AND SIGN/COMPLETE THE FIELDS ON THIS PAGE. FAX THE ENTIRE DOCUMENT TO 954-337-0953.

OR MAIL TO:
Reunited, Inc.
P.O. Box 2258
Evergreen, CO 80437-2258

YEARBOOKS AND ALL OTHER MATERIALS SHOULD BE SHIPPED TO:

Reunited, Inc.
Attention: Jonathan Miller
29954 Paint Brush Drive
Evergreen, CO 80439
Tel.: 303-670-4646

1/14/09



Reunion Committee Security Deposit Form

Reunited, Inc. requires a \$500 security deposit from the Reunion Committee in order to commence event planning.

For **Reunited Full-Service Reunions**, the committee certifies that it has read and understands the conditions for refundable deposit set forth in Section 4 of the Full-Service Reunion Planning Agreement.

Deposit payment is accepted by a single \$500 check made payable to Reunited, Inc. or by credit card. Please complete the information below and return along with your executed Preliminary Agreement.

Date: _____

School Name and Graduation Year: _____

Reunion Committee Chairperson: _____

Payment by (check one): **Personal Check** **Credit Card** (complete below)

AMEX Mastercard Visa

Transaction Amount: \$500

Account Number: _____

Expiration Date: _____

Name on Credit Card: _____

Cardholder Address: _____

Signature: _____

**FAX ALONG WITH ENTIRE
FULL-SERVICE REUNION PLANNING AGREEMENT
TO: (954) 337-0953 OR (303) 552-3703
OR MAIL TO:
Reunited, Inc.; P.O. Box 2258; Evergreen, CO 80437**



Suggested Reunion Committee Member Responsibilities

Database Manager

This should be a person with good computer and typing skills who will handle alumnus profile updates on Reunited.com on behalf of the committee.

Telephone Manager

Coordinates the division of the Telephone Calling List (found in the Committee Member section of Reunited.com) among the other members.

Email Manager

This person will be responsible for using the “Send Email to Class” feature on Reunited.com to send out regular communications from the Committee encouraging alumni to RSVP, update their personal profile, and make their payment to attend the reunion.

Missing Persons Manager

Monitors the Missing Persons list on Reunited.com to help locate those alumni who were unable to be located in the search performed by Reunited.

Slide Show Manager

This person will be responsible for encouraging classmates to submit digital images (JPG format) to Reunited for inclusion in the slide show produced by Reunited. Go to <http://www.reunited.com/upload/upload.htm> for details.

Publicity Manager.

This person will be responsible for submitting reunion information to local media outlets to promote the reunion and help locate missing persons. This person will also be sure the school is apprised of reunion activities and will request announcements on the school’s outdoor **marquee** (if available). In addition, various Internet alumni websites should be monitored and assured that reunion information appears on as many difference sites as possible.

Program Coordinator.

This person will coordinate any special presentations, emcees, musical requests and other activities which your committee would like to take place during the reunion event.