



Pymble Ladies' College



Ex-students' Reunion Booklet



Pymble Ladies' College
EX-STUDENTS' UNION (ESU)

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The Alumni Relations Development Office is located in the Heritage Centre situated underneath the Chapel.

**Alumni Relations Manager:
Katrina Corcoran (kcorcoran@pymblelc.nsw.edu.au)**

Contact Number: (02) 9855 7304

Thank you very much for taking on the organisation of your year group reunion. It is a big task and we want to assure you that we are here to help in any way that we can.

Year Group Lists

The Alumni Relations Department will provide the list. We ask that you review and update with any additions or alterations that you may become aware of, please highlight all changes.

If you know someone has passed away, please include their full name and date of death, if known. To ensure we have the most up-to-date information for our database, please advise us of any changes in address or contact details.

Please respect the privacy and personal details in this document and only share details amongst the Reunion Committee.

Date of the Reunion

If you are intending to hold a reunion at the College, please telephone the Alumni Relations Department on 02 9855 7304, before finalising a date to check there are no conflicts with College events.

Alternatively, you may wish to schedule your reunion to coincide with other activities of the ESU and College, a popular choice is the Commemoration Day Service, held in late July.

If the reunion is to be held outside of the College, please let us know the date and venue so it can be included in the *Pymbulletin* and *ESU Newsletter*.

Please note, reunions at the College are to be held on Saturdays only.

Privacy

Privacy legislation affects the way your reunion group needs to treat information provided to you for reunion organisation purposes. Specifically, please note the following in relation to privacy:

- Personal contact details given to reunion organisers need to be recognised as a privilege.
- Confidentiality of any personal contact details provided must be respected in order to comply with legislation.
- In order to comply with these requirements, please ensure your group includes a box on your invitation / response form which ex-students can tick and sign that they give permission for their personal contact details, and other information (such as news they may provide about their life experiences over the years).
- Personal contact information of an individual ex-student may not be published without the approval of that ex-student.
- As the Act requires the above information to be stored, please ensure you give all the returned response forms (mentioned above) to the College. The forms will then be stored in archives until your next reunion.

Venues of Offer

The College offers two main venues that are perfect for reunions, the use of which are all free of charge for College supported events. These are:

- a) **The Kate Mason Centre**
(Senior School Centre)



- b) **The Heritage Centre**
(Located underneath the Chapel)



Contact the Alumni Relations Manager if you require the use of any audio visual equipment. The College will provide furniture for the event, including a lectern, if needed. Please ensure if your event is held at the College that at the conclusion the venue is left in a clean and tidy state.

Venues of Offer

Time of your Reunion

If you wish for your reunion to be held in the evening it would be appreciated if it could conclude by 10:30-11:00pm as we have students who board at the College during term time.

Hosting your Reunion outside of the College

If you would like to host your reunion outside of the College, we are more than happy to assist in giving recommendations of venues where past reunions have been held.

Catering/Menus/Pricing

A buffet, sit-down meal, morning/ afternoon tea or a cocktail and canapés function can all be catered and accommodated by the College.

A wide range of dietary requirements can be catered for. Prices will vary depending upon a range of different factors such as:

- Size of function
- Type of function

As a rough guide prices can be between \$12.50 per person for morning tea up to \$65.00 per person for a buffet or formal sit-down meal. We suggest for larger reunions, a buffet selection would be more appropriate to enable guests to mingle more freely.

Please ensure the start and finish times are adhered to as catering costs are based on a set time (e.g 12 noon – 3.00pm).

Alcohol

Alcohol packages which can include a glass of champagne on arrival and red/white wine served with the meal are also available and can be incorporated into the cost of the event.

All functions at the College where liquor is sold (or where the cost of liquor is "hidden" in ticket prices or cash donations) must be managed by the College.

Payment

It is suggested that you either:

1. Open a bank account in the name of the reunion with two signatories
2. Use a system called Try Booking, information can be found at www.trybooking.com
3. Use your existing account.

Unfortunately the College is unable to assist with managing payments for reunions. Invoices for the event will be sent to the organiser for payment.

Displays and Decorations

The Alumni Relations Department are more than happy to assist with sourcing archival photographs etc. for your year group. However, if you wish us to do this it would be appreciated if you could provide us with a minimum of 6 weeks notice prior to your reunion.

Many ex-students enjoy bringing along their own photos to show at their reunion. If so, display boards can be provided upon request for you to showcase your year photos.

You are more than welcome to provide your own decorations; balloons, flowers, etc. However we would advise that they all be taken away with you at the conclusion of your event. Blu-tack, thumb tacks and sticky tape etc. may not be used on any painted surface or wood floor covering. In addition, flames of any sort (e.g. candles) may not be used.

Name Tags

The Alumni Relations Department can provide name tags for guests.

Please forward your complete guest list to alumnirelations@pymblelc.nsw.edu.au. Please send the list at least one week prior.

Parking

Parking is available in the College Centenary Carpark and outside the College. It would be appreciated if your guests don't block the side roads or emergency access areas.

Disabled Parking

There are two disabled parking spaces available near Flagpole Lawn and can be reserved should they be required, again notice must be given prior to your function taking place.

Parking

If you require additional parking or wish to reserve parking this can also be arranged. However, notice needs to be given to make sure no prior College events conflict.

Photography

Don't forget to take loads of photos and send them to the Alumni Relations Department (alumnirelations@pymblelc.nsw.edu.au) with a short recount of your reunion experience because we would love to hear about it, as well as be able to include it in the next Pymbulletin issue and the ESU Newsletter. Please make sure that your photographs are appropriately captioned.

If you wish to have a photographer attend your event please don't hesitate to contact the Alumni Relations Department for further details.

Smoking and Evacuation Procedure

Please note that there is no smoking allowed anywhere inside the College grounds. Anyone wishing to smoke will have to exit the property. In the unlikely event an emergency or fire, there is an evacuation procedure in each of the venues that is available for use.

College Tours

Please let the Alumni Relations Department know if your reunion group would like a tour of the College on the day of your reunion, so we can arrange access through security for your tour.

If any guests require assistance in travelling or is unable to walk, a golf buggy may be made available to transport guests to and from the venue and for the tour. However notice must be given in order for this to be made available.

We hope that you now have the tools and information needed to help make your reunion a successful and memorable event continuing the unending chain of friendship.



Tymbles Ladies' College



1	Agricultural Plot	17	Heritage Centre (Archives, Development, Alumni)	33	College Reception (Isabel McKinney Harrison Centre)	47	Senior School Centre (Senior School Building) CISC O'Leary Jasarranda Café Jobson Lecture Theatre	1	War Memorial Chapel
2	Art Centre (Ferguson House)	18	James Kelso Pavilion and Field	34	John Moore Centre for Performing Arts (GMCPA)	48	Middle School (Main Colomnade)	2	Technology and Applied Studies Centre (TRAS)
3	Avonmoore	19	Lane Tooth Field	35	John Field Building	49	Preparatory and Junior Schools Pick-up / Drop-off Area	3	The Hub – IT Centre
4	Boarder's Dining Room (Main Hall)	20	Main Colomnade	36	John Field Building	50	Preparatory School	4	The Pavilion
5	Boarding	21	Main Hall	37	John Field Building	51	Professional Learning Centre	5	Upper School (Robert Vicars Building)
6	Goodlet House	22	Main Oval	38	John Field Building	52	Pymble Train Station	6	
7	Goodlet Lawn	23	James Kelso Pavilion and Field	39	John Field Building	53	Pymble Train Station	7	
8	Joan Hammond Admin.	24	Lane Tooth Field	40	John Field Building			8	
9	Lang House	25	James Kelso Pavilion and Field	41	John Field Building			9	
10	Lang Lawn	26	Lane Tooth Field	42	John Field Building			10	
11	Marden House	27	Main Colomnade	43	John Field Building			11	
12	Marden Lawn	28	Main Hall	44	John Field Building			12	
13		29	Main Oval	45	John Field Building			13	
14		30	James Kelso Pavilion and Field	46	John Field Building			14	
15		31	Lane Tooth Field	47	John Field Building			15	
16		32	Main Colomnade	48	John Field Building			16	
17		33	Main Hall	49	John Field Building			17	
18		34	Main Oval	50	John Field Building			18	
19		35	James Kelso Pavilion and Field	51	John Field Building			19	
20		36	Lane Tooth Field	52	John Field Building			20	
21		37	Main Colomnade	53	John Field Building			21	
22		38	Main Hall					22	
23		39	Main Oval					23	
24		40	James Kelso Pavilion and Field					24	
25		41	Lane Tooth Field					25	
26		42	Main Colomnade					26	
27		43	Main Hall					27	
28		44	Main Oval					28	
29		45	James Kelso Pavilion and Field					29	
30		46	Lane Tooth Field					30	
31		47	Main Colomnade					31	
32		48	Main Hall					32	
33		49	Main Oval					33	
34		50	James Kelso Pavilion and Field					34	
35		51	Lane Tooth Field					35	
36		52	Main Colomnade					36	
37		53	Main Hall					37	
38			Main Oval					38	
39			James Kelso Pavilion and Field					39	
40			Lane Tooth Field					40	
41			Main Colomnade					41	
42			Main Hall					42	
43			Main Oval					43	
44			James Kelso Pavilion and Field					44	
45			Lane Tooth Field					45	
46			Main Colomnade					46	
47			Main Hall					47	
48			Main Oval					48	
49			James Kelso Pavilion and Field					49	
50			Lane Tooth Field					50	
51			Main Colomnade					51	
52			Main Hall					52	
53			Main Oval					53	



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