



Reunited's Limited Service Program Overview

Limited Service Reunions by Reunited, Inc. provides your class with the backbone for a turnkey high school reunion through a proven professional framework for planning the basic, necessary aspects of your reunion. During the process, you and your class maintain complete control of the details and personalization that will make your reunion just that – your reunion.

The following is a general overview of how the program works. Once your committee has decided to use Reunited's Limited Service Program, a customized agreement will be created for your reunion committee.

DESCRIPTION OF SERVICES

YOU want to maintain complete control of your high school reunion and YOU are of the opinion that the framework provided by Reunited will provide the services sought to assist in managing your alumni data. Reunited is agreeable to providing such services to YOU on the terms and conditions set forth in this document. In consideration of the acknowledged mutual obligations and benefits set forth, Reunited and YOU agree as follows:

Reunited will:

1. Act as a consultant and offer assistance and advice in aspects of reunion planning, but the ultimate decisions and responsibilities lie with YOU as to the determination of the event(s), location(s) and cost of the reunion, payment of monies to vendors and all other aspects of the planning process other than as specifically agreed.
2. Maintain the entire class database on Reunited.com and provide the following features:
 - a. individual alumnus capability to manage and update their personal information online;
 - b. electronic payment capabilities (Visa, Master Card and American Express – there is a flat \$5 fee added to credit card charges);
 - c. RSVP response area and RSVP messages;
 - d. current database status of all alumni;
 - e. complete suite of online management tools for YOU;
 - f. The Reunion Committee Management Module which provides the committee with 24-hour online access to the entire class database, including individual records, status reports, award reports, and bulk email capabilities, developed by Reunited for the express purpose of offering YOU powerful tools to maintain control of the reunion.
 - g. Perform a comprehensive alumnus search using our proprietary system on non-updated addresses. It is expressly understood by YOU that Reunited cannot and does not guarantee the results or accuracy of the searches, only that they will be performed using our proven decision-making matrix to determine the best possible address available.
3. Once provided with all pertinent information regarding reunion event(s), Reunited will prepare:
 - a. a full color brochure in a standard format tailored specifically for the reunion. This brochure will include reunion details, pricing, contact and payment information. The brochure will be sent to all alumni in the database with a mailing address by and at the expense of Reunited. This brochure will not be mailed unless approved in writing by YOU; and
 - b. a reunion reminder postcard mailed to all alumni of record 30-days prior to the reunion;
 - c. Mailing services include the design, layout, printing and all processes necessary to meet U.S. Postal Service regulations for first-class mail.

- d. List all reunion details on your class' Homepage on Reunited.com, which will also include a PDF version of the reunion brochure for alumni to download and print, as well as a link to the official website of the reunion venue (if available).
4. Collect all advance payments for the reunion whether by credit card through Reunited.com or by check and Reunited will be fully accountable to YOU for all reunion attendee payments collected.
5. Include your class in general internet advertising/promotion for Reunited.com and reunions.
 - a. Create custom photo name buttons for all alumni and matching guest nametags for all reunion attendees. Name buttons will be produced and delivered as follows:
 - b. buttons will be produced 2 weeks prior to the reunion, based upon the prepaid list at that time;
 - c. Reunited will mail, at its sole expense, all name buttons for any attendees making payments 2 weeks prior, to YOU prior to the reunion;
 - d. Reunited will mail, at its sole expense, all name buttons directly to alumni attendees making payment "at the door";
 - e. YOU are responsible for providing Reunited with a registration list for all payments made "at the door" containing contact information for the alumnus, which YOU also agree to update on Reunited.com.
6. Process all payment forms and data sheets sent by U.S. Mail in a timely fashion.
7. Reunited will offer a Yearbook on CD at an additional charge to all alumni and Reunited will retain all perpetual revenue generated by this item.
8. Reunited offers a membership to Reunited.com which allows alumni to view yearbook photos of classmates as well as individual profiles at the current rate of \$29 and is solely entitled to any revenue from membership sales. Reunited will also offer complimentary memberships to Reunited.com to anyone from the class purchasing reunion tickets prior to the published incentive deadline of 60 days prior to your reunion.
9. Advise YOU and timely process all refunds made or to be made in accordance with the policy stated in the reunion brochure and on Reunited.com (request must be made in writing by the Monday prior to the reunion weekend and \$10 cancellation fee will be withheld). (YOU agree that no monies are due YOU in connection with any cancellations.) If there are any refund requests made of Reunited AFTER the reunion, when all funds over and above the service fee have been turned over to YOU, YOU agree that such refunds will be at your sole discretion and will be YOUR sole responsibility.

YOU will:

1. Select date and location(s) for reunion events.
2. Contract with location(s) and/or vendor(s).
 - a. All reunion venue(s)
 - b. Caterer(s) or providers of food and beverage
 - c. Entertainment (ie: DJ, clown, band, other music, etc.)
 - d. Decorator or decorations
3. Assume all financial responsibility for the placement of any required deposit(s) with location(s) and/or vendor(s).
4. Assume responsibility for any guarantee(s) of attendance and/or dollar revenue to any and all location(s) and vendor(s).
5. Provide Reunited, Inc. with all pertinent class/school information and information for reunion event(s) to be publicized in timely fashion.
6. Provide Reunited, Inc. with a complete, comprehensive class list (ie: Student List from School, prior reunion booklet, Commencement Program) together with any and all updated alumni contact information.
7. Provide Reunited, Inc. with a clean (graffiti-free) copy of high school Senior Yearbook.
8. Always acquire as much alumni information as possible directly from alumni and update alumni records in a timely fashion on Reunited.com.
9. Keep the price of the reunion the same (except for a small increase 30 days prior to reunion, and perhaps again at the door, if desired).
10. Monitor and review information on Reunited.com often to be familiar with progress and status of reunion and accuracy of data, for example:

- a. RSVP Lists
 - b. Missing Lists
 - c. Attendance Lists
 - d. Data Entry for Data Sheet and Awards
 - e. Deceased Alumni
 - f. Guests Names
11. Publicize the reunion through all local opportunities (ie: provide information to school, post reunion information on school marquee, send reunion information to local radio stations and print media, distribute reunion information in local areas, etc.).
 12. Associate YOURSELF as the official reunion planner on the Classmates.com and Reunion.com website, maintain reunion information on these websites and generate regular email messages to registered alumni encouraging them to logon to Reunited.com to maintain their official alumnus profile, make reunion payments, review the RSVP lists and take advantage of all of the features on Reunited.com.
 13. Accept responsibility for locating missing alumni or finding alumni whose contact information may be incorrect (following Reunited's search – covered later in this Document) by following through with local search methods, such as telephone books and personal information received – marriages, family and friends, college, career, etc.)
 14. YOU may post digital photos taken at your reunion on Reunited, Inc.'s photo website located at <http://www.reunited.tv> for viewing and purchasing after the reunion. It is agreed that Reunited will fulfill the photo orders and will retain the revenue generated from the sale of any photos.
 15. YOU specifically agree NOT to plan any additional events during the reunion weekend outside the scope and spirit of this Document without the express consent of Reunited. In the event of this occurring, YOU agree that Reunited will be seriously affected and this will result in possible termination of this Document and loss deposit and of funds paid, at Reunited's discretion.
 16. Abide strictly to the following financial obligations by YOU to Reunited:
 - a. YOU will be obligated to pay Reunited a minimum fee of \$30 per person paid to attend the reunion for 30% of the class size. Class size will be determined at the time your reunion database has been created and uploaded to Reunited.com.
 - b. It is agreed and understood by YOU that \$30 is due per person attending the reunion whether paid on Reunited.com or by check or cash, before or at the reunion;
 - c. Fee to Reunited is agreed to be payable by YOU as follows:
 - i. \$500 deposit upon contracting;
 - ii. The first (\$30 per person as stated above) of all reunion payments made;
 - iii. Security deposit of next \$500 in reunion payments received to cover payments made at the door at event(s); but in no event shall this limit the amount due Reunited for at-the-door reunion payments made.
 17. Agree as follows concerning the Memory Book/Reunion Directory ("Directory") provided for all alumni attending the Saturday night function (Directory is included in the \$30 fee stated in paragraph 16 above):
 - a. Directory will be in Reunited's standard format;
 - b. Directory will include all alumni information submitted 30 days prior to the reunion weekend;
 - c. YOU will proof, provide any changes and otherwise approve the Directory 2 weeks prior to the reunion weekend;
 18. Assume responsibility for a registration table and registration personnel at the reunion to check-in attendees, provide them with their name buttons and maintain a log of at-the-door attendees (form to be provided by Reunited) and their current contact information including full name, address, email address and telephone number(s) and be accountable to Reunited with this information.
 19. Hold Reunited harmless from any and all occurrences or incidents which may take place at any reunion events or any and all occurrences or incidents which may take place between any individuals whereby Reunited is associated merely by virtue of this Document.
 20. Hold Reunited harmless in the event that YOU over-guaranteed attendance to any venues or vendors and do not have sufficient funds to satisfy any reunion related obligations, and that any financial issues will not affect YOUR payment obligation to Reunited as set forth in this Document.

General Agreements made between YOU and Reunited:

1. In the event YOU should terminate this Agreement with Reunited, it will be extremely difficult to calculate the damages Reunited will suffer, and the following payment shall apply for reimbursement:
 - a. 25% of minimum fee due* if termination occurs after search;
 - b. 50% of minimum fee due* if termination occurs after brochure produced;
 - c. 75% of minimum fee due* if termination occurs after postcard produced;
 - d. 100% of minimum fee due* if termination occurs after Nametag Buttons are produced;
 - e. Minimum fee due is calculated as the number of prepaid attendees x \$30 or minimum of 74 prepaid attendees, whichever is greater.
 - f. In the event of cancellation, Reunited will provide YOU with all reunion lists that may be generated as of the date of cancellation, but YOU will no longer have committee-level access to Reunited.com. Reunited will continue to maintain the class database on Reunited.com. YOU will be permitted to utilize any work product for which YOU have reimbursed Reunited as set forth above. Reunited will retain its fee from any reunion attendee payments made and will return the balance of any funds directly to YOU within 7 days of cancellation. Likewise, YOU will make payment to Reunited as set forth above within 7 days, deducting the deposit paid and any attendee payments received.
2. It is expressly agreed that after reunion events take place, Reunited and YOU will continue to maintain the class' database on Reunited.com and YOU may, but Reunited will, conduct alumni communications from time to time to encourage classmates to update their profile on Reunited.com. Reunited will contact YOU prior to the next regularly scheduled reunion (generally every five years) and YOU may renew these services.
3. It is expressly agreed that Reunited maintains all copyrights to any and all printed material covered within this Document, including the brochure, postcard and alumni directory. It is expressly agreed that the Alumni Database on Reunited.com remains the work product and property of Reunited and may be utilized by YOU solely in connection with this particular reunion (set forth at the beginning of this Document) in conjunction with these services provided by Reunited.