



COLOMA ALUMNAE ASSOCIATION – COGA

ANNUAL REUNION LUNCHEON – SATURDAY 25TH APRIL 2020

BOOKING INFORMATION SHEET – EVERYTHING YOU NEED TO KNOW!

1. THE REUNION LUNCH IS FOR MEMBERS OF COGA

Past pupils who wish to attend the day MUST subscribe to COGA membership. Annual membership subscription is £7 per person

2. VENUE

The reunion luncheon will be held at Coloma Convent Girls' School, Upper Shirley Road, Shirley, CR9 5AS

3. APPROXIMATE ITIINEARY FOR THE DAY

11:15	Mass (for those who wish to attend) in the School Chapel
12 noon	Prosecco and canape reception (non-alcoholic options will also be available)
12:45	Luncheon
15:00 – 17:30	Official Business – COGA AGM Maureen Martin OBE / COGA Award: Presentation to Year 9 Pupil Speeches Afternoon Tea & Raffle Prize Draw
17:30	Close of day

4. LUNCHEON TICKETS ARE PRICED AT £28 PER PERSON

For those who wish to attend Mass, it will take place in the School Chapel at 11:15am and will be followed by a glass of bubbly at the Prosecco & canape reception giving you the opportunity to mingle and catch up with Members. Lunch will be served as a buffet style including a glass of wine (tokens for drinks will be provided). You also have the opportunity to purchase additional drinks from the cash bar. Please note: it is cash bar, card payments can't be accepted. After lunch formalities will be swift (AGM/Presentation of Award, Speeches) with the day rounded off with afternoon tea and cake.

5. TABLE PLAN

If you are booking for more than one person, please provide full details of all attendees on the booking form. No table plan will be arranged. Tables will be set with eight places and you will be able to reserve your space with your friends when you arrive. We will provide you with a place card on arrival.

If you and your friends require a table larger than 8 people, please advise us when booking by emailing cogamembership150@gmail.com. Please make one person in your group responsible for booking the table and providing all the names for the table (you can still make your payments & send back your application form individually). No other table bookings will be taken in advance.

6. DIETARY REQUIREMENTS

Please tells us about any dietary requirements no later than **15th April 2020** as menu adjustments cannot be made on the day. Please supply any dietary requirements on the booking form.



7. SUPPORTING COLOMA

If you would like to help Coloma provide fantastic opportunities for today's pupils, you can send a donation at the same time as making your lunch booking/membership renewal and this will be passed on to the school. Please indicate any donation to the school on the booking form. We will also be holding a raffle on the day of the lunch in aid of the school and if you are able to provide a prize for the raffle, please bring it with you on the day.

8. CANCELLATION POLICY & DEADLINE FOR BOOKINGS

The final date for cancellations and bookings is **WEDNESDAY 15TH APRIL 2020**. If you cancel after this date we can only refund your payment if we can re-sell your ticket. Places cannot be transferred to other people. All bookings and cancellations can only be made directly to Alexandra Morley by email or phone as per the contact details below.

9. PRIVACY POLICY

Your details will be kept secure by COGA, may be shared with Coloma only and will not be passed to any other third parties. If you do not renew your membership, you will only remain on our mailing list for one calendar year after lapsed membership. You can ask to be removed from COGA's mailing list at any time by contacting cogamembership150@gmail.com or Alexandra Morley on 07976 526332.

If you are booking/subscribing for additional past pupils, you must obtain each individual's permission to provide COGA with their personal information. By submitting the form, you are accepting responsibility for obtaining their agreement.

COGA member's names and years spent at Coloma will be displayed on noticeboards at the reunion. You will need to advise us if you do not want your name displayed. Please also advise us if you do not want your photograph taken during the reunion luncheon.

Please provide your email address so we can keep you up to date with news and acknowledge receipt of your membership application/booking.

Please note **NO TICKETS WILL BE PROVIDED FOR THE REUNION.**

10. BOOKING & PAYMENTS

Bookings and payments can be made in one of two ways:

- a. By returning the completed booking form to cogamembership150@gmail.com (a downloadable version of the form can be found at www.coloma.croydon.sch.uk/COGA) and by making an online payment to COGA's bank account, quoting your NAME as the reference*

Account Name: COGA

Account Number: 60251224 / Sort Code: 20-24-61

*It is really important that you quote your name as the reference when making online payments so we can track your payment.

- b. OR by returning the completed form along with your personal cheque made payable to COGA by post to: Alexandra Morley, COGA Membership Secretary, 1 Eversholt Court, 235 Sanderstead Road, South Croydon, CR2 0PH

Please do not make payments without submitting your form as we may not know you have made a booking and we will not reserve a place for you.



We hope this covers everything you need to know about the COGA 2020 reunion luncheon and COGA membership but if you have any questions please feel free to contact us at cogamebership150@gmail.com or Alexandra Morley on 07976 526332