

Tips for planning the reunion

One Year Before Reunion (April 2020)

- Hold first committee meeting and recruit committee members.
- Select date and location of reunion event(s.)
- Update class mailing list.
- Decide on reunion committee meeting schedule. Can we do conference calls?
- Decide whether to do a class gift and consider what it might be. Do we need a separate committee to do the class gift?

One Year before reunion (April 2020)

- Decide whether to do an alumni "yearbook" with classmates completing survey forms describing what they've been doing since graduation or the last reunion.
- Do you want to offer tours of your school for returning classmates? We do and the Principal will facilitate.
- Reserve a block of hotel/motel rooms for returning classmates- or plan for local host families
- Send "Save The Date" postcard to classmates with information about reunion and ask for volunteers willing to help with the planning. Give contact name.
- Appoint reunion treasurer and be certain proper accounts are in his/her name so deposit checks can be written and income and expenses properly recorded.
- Post reunion information and start an email directory on your class webpage.

Six Months prior (November 2020)

- Begin preparing reservation letter to classmates with prices and reservation form.
- If doing class gift, be certain major donor prospects are being solicited.
- Reunion committee chair should be certain specific tasks are assigned to specific committee members.
- Begin compiling list of former teachers to invite (they love to meet former students).

Four Months before Reunion

January 2021

- Mail reservations letter to classmates with reunion details and pricing. In the letter include email address of class web page.
- Create a link on class web page. for the reservation form for classmates' convenience.
- As reservations come in, post names of classmates coming to reunion on class website.
- Organize class "phonathon" to call classmates and encourage them to attend reunion.
- As reservations come in, adjust arrangements on food/accommodations to reflect numbers.
- Invite former teachers to reunion.

Two Months Before Reunion

Mid February 2021

- Organize class "phonathon" to call classmates and encourage them to attend reunion.
 - As reservations come in, adjust arrangements on food/accommodations to reflect numbers.
 - Invite former teachers to reunion.
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One Month Before Reunion

March 2021

- Do email reminder to classmates about getting reservations in for the reunion.
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One Month After Reunion

May 2021

- Reunion committee holds follow-up meeting to analyze reunion strengths and weaknesses.
 - Chair(s) for next reunion should be selected.
 - If reunion generated surplus, be certain money is properly accounted for and a treasurer for next reunion selected to oversee "startup" funds.
 - Send updated class address list to your class website so it will be available for planners of the next reunion.
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