

# REUNION PLANNING CHECKLIST

## **Twelve Months Before the Reunion**

- Make key contacts
  - Contact School Alumni Director for current list of your classmates' known addresses.
  - Contact your school to notify them of upcoming reunion
  - Set up alumni committee
  - Contact Location City's Convention and Visitors Bureau for maps, brochures, motel and restaurant listing, community attractions, and calendar of events:
- Arrange the first committee meeting
  - Coordinate the search for former classmates
  - Collect seed money
- Decide when and where to have the reunion

## **The Budget**

- Set up a budget
  - Estimate turnout
  - Estimate expenses
  - Estimate ticket price

## **Nine Months Before the Reunion**

- Prepare the first announcement
- Order rubber stamp with the committee's return address, or buy labels, or have the address printed on envelopes.
- Plan a committee "mailing" meeting and send out the first announcement
- Select the entertainment
- Check costs for professional video and/or slide show
- Choose the photographer
- Plan the picnic
- Open up a bank account

\_\_\_ Make files for organizing the paperwork

### **Six Months Before the Reunion**

\_\_\_ Update alumni list

\_\_\_ Decide on what company will be creating the memory book

\_\_\_ Plan the name tags

\_\_\_ Design second mailing

\_\_\_ Prepare list of unfound alumni

\_\_\_ Plan mailing meeting and send out second announcement

\_\_\_ Print payment acknowledgement postcards

\_\_\_ Plan and design tickets

\_\_\_ Set up accounting ledger

### **Three Months Before the Reunion**

\_\_\_ Update alumni list

\_\_\_ Begin phone drive

\_\_\_ Send announcements to local newspapers and radio stations

\_\_\_ Plan table centerpieces and other reunion décor

\_\_\_ Order banner

\_\_\_ Order movie posters or picture blowups

\_\_\_ Plan nostalgia table

\_\_\_ Find T-shirt vendor and provide list of alumni names

\_\_\_ Arrange for reception desk workers

### **One Month Before the Reunion**

\_\_\_ Continue phone drive, update alumni list

\_\_\_ Collect alumni histories for memory book

\_\_\_ Send reminder notices

- \_\_\_ Make name tags
- \_\_\_ Create a printed program
- \_\_\_ Prepare spoken program notes
- \_\_\_ Prepare announcements
  - \_\_\_ Select winners of awards
- \_\_\_ Buy door prizes and awards
- \_\_\_ Prepare photo collage, signs, and door prize coupons
- \_\_\_ Type up photo cards

### **Two Weeks Before the Reunion**

- \_\_\_ Verify attendance data, print list of paid guests
- \_\_\_ Verify attendance of reception desk workers
- \_\_\_ Check on floral arrangements or prepare your table centerpieces
- \_\_\_ Confirm attendance of entertainer, videographer, photographer, T-shirt vendor
- \_\_\_ Verify attendance and, if appropriate, make hotel arrangements for special guests
- \_\_\_ Finalize program announcements and award winners
- \_\_\_ Verify delivery of donated door prizes
- \_\_\_ Mail tickets

### **One Week Before the Reunion**

- \_\_\_ Prepare final list of paid attendees
- \_\_\_ Prepare registration packets:
  - \_\_\_ Will call
  - \_\_\_ Pre-paid ticket holders
- \_\_\_ Make any other necessary signs, e.g., letters for the registration table
- \_\_\_ Give meal count and balance of money to restaurant
- \_\_\_ Verify with the banquet manager that all requested items will be there, including registration tables, easels, bulletin boards, microphone, and podium

\_\_\_ Have a contingency plan for someone else to take over your responsibilities, just in case you are (Heaven forbid) unable to attend

### **The Reunion Event**

\_\_\_ Bring **Reunion Day Necessities** list

\_\_\_ Retrieve supplies at end of reunion

\_\_\_ For the picnic: bring banner, lunch, sports equipment

### **After the Reunion**

\_\_\_ Send thank you notes

\_\_\_ Close bank account after all checks have cleared

\_\_\_ Store reunion supplies in easy and safe place.

\_\_\_ Order Memory Books from [www.reunion-memory-book.com](http://www.reunion-memory-book.com). Submit photos from the event along with the alumni histories and any other pertinent information.

\_\_\_ Sit back and relax, as you pulled it off without a hitch!!!

# SAMPLE BUDGET

## Assumptions

Total Class Membership \_\_\_\_\_  
 Estimated Turnout (Alumni & Guests @40%) \_\_\_\_\_  
 Estimated Alumni Turnout @ 65% \_\_\_\_\_  
 Tables Requires (@ 10 people per table) \_\_\_\_\_

## Estimated Expenses

<u>Item</u>	<u>Unit Cost</u>	<u>Per Item</u>	<u>Total Number</u>	<u>Estimated Cost</u>
Dinner (Tax & Tip)	\$ _____	Person	_____	\$ _____
Entertainment	\$ _____	Group	_____	\$ _____
Postage	\$ _____	Envelope	_____	\$ _____
Stationary	\$ _____	Event	_____	\$ _____
Name Tags	\$ _____	Person	_____	\$ _____
Printing	\$ _____	Event	_____	\$ _____
Memory Books	\$ _____	Alumnus	_____	\$ _____
Table Centerpieces	\$ _____	Table	_____	\$ _____
Decorations	\$ _____	Event	_____	\$ _____
Door Prizes	\$ _____	Prize	_____	\$ _____
Slide Show	\$ _____	Event	_____	\$ _____
Programs	\$ _____	Alumnus	_____	\$ _____
Workers at Reception Desk	\$ _____	Worker	_____	\$ _____
Parking	\$ _____	Car	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
<b>Total Expenses:</b>				<b>\$ _____</b>

**Estimated Revenues**

<b><u>Item</u></b>	<b><u>Unit Cost</u></b>	<b><u>Per Item</u></b>	<b><u>Total Number</u></b>	<b><u>Estimated Cost</u></b>
Ticket Sales	\$ _____	Person	_____	\$ _____
Memory Books	\$ _____	Alumnus	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
			<b>Total Revenues:</b>	\$ _____
			<b>BALANCE:</b>	\$ _____

**Special note:** Don't worry so much about the cost of rooms or meals. You only have reunions every ten or twenty years. Worry more about tracking down your graduates and getting them there to participate and have a great time!