

# Reunion Planner

## 24 - 18 months before...

- Determine interest
- Talk to other reunion organizers
- Start a mailing list
- Form the reunion committee and establish responsibilities & schedules

## One year before...

- Set date
- Choose location
- Arrange for entertainment, caterer, photographer, music
- Send first mailer announcing tentative plans, theme, approximate cost, etc.

## 6 - 9 months before...

- Send second mailer with registration form
- Schedule events and activities (program, speakers, awards, tours, entertainment)
- Begin directory, list of attendees, memory book

## 5 months before...

- Choose menu
- Confirm reservations, caterer, entertainment, photographer
- Send mailing to new people as they are found

## 4 months before...

- Meet with facility staff, visit facility with reunion committee
- Select decorations, theme, signs, banners
- Order printed items
- Order personalized souvenirs (shirts, mugs, caps)

## 6 weeks before...

- Complete directory & memory book, deliver to printer
- Make checklist for reunion day tasks
- Make assignments for reunion volunteers

## 2 weeks before...

- Purchase last minute decorations & incidental supplies
- Reaffirm eating, sleeping & meeting accommodations

## The day before...

- Meet with facility manager & determine staff contacts for reunion
- Solve any last minute problems
- Review final details with **reunion committee**

## Reunion day...

- Set up registration table & displays
- Decorate
- Schedule details (volunteers, food, photographer, entertainment, tours, ceremonies)

## Afterwards...

- Evaluate what worked, what didn't
- Complete bookkeeping, settle accounts
- Write thank you notes to volunteers
- Start planning the next reunion