

Reunion Timeline Checklist

The following checklist is designed with an ideal timetable of twelve months. If you're planning your reunion on a shorter schedule, just start at the beginning of the list and catch up as quickly as possible. Use the boxes to the left of the items to check off tasks as you complete them.

CLASS YEAR _____

REUNION DATE _____

CLASS LEAD _____

18 MONTHS PRIOR TO THE REUNION

- Form a class reunion committee
- Request class list from RE
- Cross-reference intake photo with the class list
- Enter volunteer information into RE
- Have organizers sign the Confidentiality Form

9 TO 12 MONTHS PRIOR TO THE REUNION

- Determine location & obtain contract
- Send contract to SCM to be signed
- Begin rough itinerary/schedule.
- Update reunion information on website
- Mark attrition dates on calendar (add a reminder!)
- Check the missing classmates list, and ask your invitees to spread the word to people who have not registered.
- Send "Save the Date"

6 TO 9 MONTHS PRIOR

- Request banquet menus

4 TO 6 MONTHS PRIOR

- Work on registration page
- Update Fund Development of Reunion Plans and Class Leasd
- Meet with the caterer to review food and drink menus.

4 MONTHS PRIOR

- Finalize online Registration
- Send registration link to class
- Confirm CME (if appropriate)

2 MONTHS PRIOR

- Send reminder to register
- Send tentative menus to venue

4 WEEKS PRIOR

- Last change to register email

1 WEEK PRIOR

- Send reminder to attend with final itinerary
- Give the caterer a final head count.
- Appoint someone to act as an “organizer” to handle any last-minute problems.
- Confirm AV and other bookings
- Queue up post event survey for attendees

POST REUNION

- Mark attendees "attended" in RE

NOTES: