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, we will just start at the beginning of the list and catch up as quickly as possible.

Tasks listed in **RED** are the responsibility of the class lead(s); tasks in **BLUE** will be completed by the Cumming School of Medicine Alumni Office. Items in **GREEN** are completed jointly.

CLASS YEAR ____________________________
REUNION DATE ____________________________
CLASS LEAD(S) ____________________________

18 MONTHS PRIOR TO THE REUNION

☐ Form a class reunion committee

☐ Request class list from database

☐ Cross-reference intake photo with the class list (verify information with class lead)

☐ Enter volunteer information into database

☐ Register reunion volunteers with Risk Management

☐ Have organizers sign the Confidentiality Form

☐ Have organizers sign the Volunteer Registration Form

9 TO 12 MONTHS PRIOR TO THE REUNION

☐ Determine location

☐ Obtain contract from venue

☐ Send contract to Supply Chain Management to be signed

☐ Begin rough itinerary/schedule.

☐ Update reunion information on website

☐ Mark attrition dates on calendar
☐ Check the missing classmates list, and ask your classmates to spread the word to people who have not registered.
☐ Send “Save the Date”

6 TO 9 MONTHS PRIOR
☐ Request event menus
☐ Rough budget for reunion and registration
  (include insurance costs and transportation costs)

4 TO 6 MONTHS PRIOR
☐ Work on online registration page (include
  Risk management language regarding
  liability)
☐ Send Event Approval to Risk Management
☐ Connect Class Leads with Fund Development
☐ Meet with the caterer(s) to review food and drink menus.

4 MONTHS PRIOR
☐ Finalize online registration page
☐ Send reunion registration link to class
☐ Confirm CME (if applicable)
☐ Review Risk Management protocols
☐ Purchase event insurance

2 MONTHS PRIOR
☐ Send reminder to register
☐ Send tentative menus to venue

4 WEEKS PRIOR
☐ “Last chance to Register” email
1 WEEK PRIOR
☐ Send reminder to attend with final itinerary
☐ Give the caterer a final head count
☐ Print CME Certificates (if applicable)
☐ Print Name Tags
☐ Appoint someone to act as an onsite contact to handle last minute changes
☐ Confirm AV and other bookings
☐ Queue up post event survey for attendees

POST REUNION
☐ Mark attendees “attended” in RE
☐ Send Survey
☐ Review survey results
☐ Complete volunteer reporting form and submit to payroll

NOTES: