

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

Review Risk Management protocols

Send reunion registration link to class

Purchase event insurance

Confirm CME (if applicable)

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: