



# Basic Timeline for Planning Your Reunion

## **Initial Planning Meeting (10-12 months)**

- Talk about the type of reunion
- Decide on treasurer and open an account
- Create various committees—Decorations, Set-up, Clean Up, Program, Entertainment, Videographer, Photographer, Activities, Friday, Saturday or Sunday committee, Reservations, Registration
- Decide how money is to be raised/fundraisers/raffles
- Assign research topics/venues/printing
- Discuss the state of your class database

## **Second Meeting (9 months)**

- Discuss research results
- Decide on the type/duration of reunion
- Decide on a date and ticket price
- Stuff and mail Press Release looking for missing persons
- Decide on wording of invitation
- Decide how and who will be responsible for reservations
- Details: Deposits: Venue, DJ, Printer; Liquor - venue or class responsibility; Door Prizes; Security

## **Third Meeting (8 months)**

- Discuss details and make final decisions on same
- Prepare to mail invitations at next meeting: printing, envelopes, postage, etc.
- Send out postcards as receipts as checks are received

## **Fourth Meeting (7 months)**

- Press Release announcing reunion
- Fold, stuff and seal invitations and mail

## **Fifth Meeting (6 months)**

- Discuss how plans are going; feedback from classmates
- Discuss details
- Choose menus and confirm reservations with photographer, entertainment, caterer, etc.
- Invite special guests

## **Sixth Meeting (4 months)**

- Review how reservations are going
- Send out reminder invites to those who have not responded
- Press Release announcing event

## **Seventh Meeting (3 months)**

- Discuss how plans are going; feedback from classmates
- Discuss details

## **Eighth Meeting (2 months)**

- Discuss how plans are going; feedback from classmates
- Discuss details
- Press Release announcing event and final deadline

## **Ninth Meeting (1 month)**

- Discuss how plans are going; feedback from classmates
- Create a detailed checklist of all reunion-day tasks
- Discuss details
- Make name tags, centerpieces, printed program and oral program
- Press Release announcing open event

## **Tenth Meeting (2 weeks)**

- Discuss how plans are going; feedback from classmates
- Discuss details
- Prepare final list of paid attendees
- Prepare registration packets including prepaid and will-call
- Make signs
- Give meal count to caterer and final payment to facility
- Verify room set-ups and equipment arrangements with banquet manager

## **Eleventh Meeting (1 week)**

- Discuss how plans are going; feedback from classmates

This information is strictly a guideline. It may not apply to your reunion ideas. Some reunions do not need this level of details to be worked out. But if you are planning a large, formal event, following these guidelines can be a big help.

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