

Reunion Timetable

24-18 MONTHS BEFORE

- Determine interest
 - Start mailing list
 - Form reunion committee(s); establish responsibilities and schedules
 - Contact convention and visitors or tourism bureaus
 - Keep records of everything
 - Develop budget and bookkeeping system
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ONE YEAR BEFORE...

- Set date(s)
 - Choose location. Contact local CVB to determine how they can help.
 - Select and contract with facilities
 - Arrange or hire entertainment, caterer, photographer, videographer, printer
 - Send Save-the-Date cards; include tentative plans, suggestions (tours, souvenirs, memory books), theme, approximate cost, memory book contributions, missing persons list
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6-9 MONTHS BEFORE...

- Reserve block of rooms
 - Begin souvenir directory/list of attendees/memory book
 - Choose theme
 - Meet with hotel staff, visit facility with committee
 - Send 2nd mailer; include registration form, cost and updated list of missing persons, souvenir ordering info.
 - Schedule events and activities – program, speakers, awards ceremony, tours, entertainment, games for kids
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5 MONTHS BEFORE...

- Confirm reservations, entertainment, photographer, caterer
 - Send mailing to people as they are found
 - Choose menu
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4 MONTHS BEFORE...

- Select decorations, theme, signs, banners
 - Order printed items
 - Reserve rental equipment : tents, chairs, porta toilets
 - Submit personalized souvenir order (t-shirts, mugs, caps)
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SIX WEEKS BEFORE...

- Complete directory/memory book; deliver to printer
 - Write checklist for reunion day tasks
 - Make assignments for reunion volunteers
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TWO WEEKS BEFORE...

- Purchase last minute decorations and incidental supplies
 - Reconfirm meeting, sleeping and eating accommodations
 - Review final checklist
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THE DAY BEFORE...

- Meet with facility managers and determine location of staff contacts for your reunion
 - Solve last-minute problems
 - Review final details with reunion committee
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REUNION DAY(S)...

- Set up registration tables, rental equipment displays
 - Decorate
 - Salute volunteers
 - Juggle details: volunteers, food, photographer, games, tours, entertainment, talent show, ceremonies
 - Enjoy
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AFTERWARDS...

- Reflect and evaluate – note what worked, what did not
- Complete bookkeeping; settle accounts
- Write thank you notes to volunteers, hotel staff, caterers
- Start planning your next reunion