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❖ REUNIONS ❖ MAGAZINE

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Reunion Planners Notebook

FREE Forms for reunion planning

These are the reunion planning forms illustrated in *Reunion Planners Notebook*. They are intended to make reunion planning easier for you and for your members. They range from start (survey your members) to finish (evaluate your reunion) to improve your next reunion. All the forms in between are designed to help you collect information, organize members and committees, and keep you on target for a successful reunion.

Print and copy FREE forms and use them as you develop your reunion plan. Unlike the fillable computer forms, these are intended for use with pen, pencil and copier.

We encourage you to comment on these forms and make suggestions for ways to improve them for use by other reunion planners. Send comments and suggestions to editor@reunionsmag.com.

Our Social Media Index presents direct links to subjects on our website and Pinterest page, that should enhance what you are able to consider and do for your reunion. You can read in the magazine about all the links online that lead to far more reunion planning information and details. Answer questions as they arise, return often to read new sections and listen to podcasts. Plan your reunion, find a place, form committees, fashion memorable days and nights at reunions that zing and pop and are unforgettable!

Pages follow.

Reunion Name _____

Contact _____

Family Reunion Survey

Would you attend a reunion? Circle one. Yes No Don't know

Reason _____

What is the best time of year for you to attend a reunion? _____

What dates are you NOT able to attend? _____

How far would you travel to a reunion? _____

Suggest reunion locations.

Do you prefer a one-day or multiple-day reunion? Circle your choice.

1 day 2 days 3 days other _____

How much are you willing to spend to attend a reunion? _____

Suggest activities for a reunion. _____

How many from your family would attend? _____

How can you help with the reunion? planning committee, webmaster, video, photography,
games, DJ, set up, clean up

Reply information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

email _____

Facebook/ website _____

Comments _____

Reunion Name _____

Contact _____

Class reunion survey

Would you attend a reunion? Circle one. Yes No Don't know

What is the best time of year for you to attend a reunion? _____

Do you prefer a one-day or multiple-day reunion? _____

Do you prefer a kid-friendly or adults-only reunion? Circle one. kid-friendly adults both

Rank the activities below in the order of how much you would look forward to participating in them at a reunion, 1 being most important.

- _____ Formal banquet
- _____ Cocktail party
- _____ Picnic
- _____ Football game
- _____ School tour
- _____ Other

How much are you willing to spend on the reunion? _____

How can you help with the reunion? planning committee, webmaster, video, photography, games, DJ, set up, clean up _____

Now, think back to your high school days ... What is your best high school memory?

What was your favorite song? _____

Who was your favorite teacher? _____

Name, including maiden name _____

Address _____

City _____ State _____ Zip _____

Phone _____

email _____

Facebook/ website _____

Occupation Employer Spouse/Partner name _____

Children's names and ages _____

Reunion Name _____ Reunion Date _____
 Contact _____

Leadership/Roster				
	Name	Phone	Email	Facebook
Chairperson				
Chairperson				
Vice Chair				
Secretary				
Treasurer				
Historian				

Committees

Finance/Fundraising Committee

Chairperson				
Member				
Member				
Member				
Member				

Destination/Location/Site Committee

Chairperson				
Member				
Member				
Member				

Communication/Invitation/Social Media Committee

Chairperson				
Member				
Member				
Member				
Member				

Program/Entertainment/Activities Committee
 (including activities for kids at family reunions)

Chairperson				
Member				
Member				
Member				
Member				
Member				

Worship/Memorial Service Committee

Chairperson				
Member				
Member				
Member				

Food Committee

Chairperson				
Member				
Member				
Member				
Member				
Member				
Member				

Registration/Greeters Committee

Chairperson				
Member				
Member				
Member				
Member				

Photos/Recording/Video Committee

Chairperson				
Member				
Member				
Member				

Set-up/Decorations Committee

Chairperson				
Member				
Member				
Member				
Member				

Clean-up Committee

Chairperson				
Member				
Member				
Member				
Member				
Member				

Reunion Name _____

Reunion Date _____

Contact _____

Committee Notes/Progress

Name of Committee _____

What is this committee responsible for?

Committee Members

	Name	Phone	Email	Facebook
Chairperson				
Member				
Member				
Member				
Member				
Member				

Committee Tasks

Member	Task	Deadline

Attach meeting minutes, notes and reports.

REUNION BUDGET

Reunion Name _____ **Reunion Date** _____

Contact _____

INCOME		<u>In kind*</u>	<u>estimate</u>	<u>actual</u>
Membership dues				
Fees				
Online registration (% of charge)				
Fundraising				
	Donations/contributions			
	Sales			
	T-shirts/caps/totes			
	Mementoes/keepsakes			
	Photos/videos/CDs			
	Cookbooks			
	Food/beverages			
	Tours			
	Auction/raffle			
	Volunteers			
	Other			
*volunteer time, donated goods or services				
TOTAL INCOME				
EXPENSES				
Pre reunion expenses				
Bank fees				
Communication				
Long distance/fax/email/web				
Promotion				
	Online/web expenses			
	Printing; mailings, programs			
	(# of mailings x # on mail list)			

	Postage			
	Supplies			
	Other			
Down payments /deposits				
	Accommodations			
	Venues			
	Picnic site rental			
	Rentals; A/V, tents, bounce house			
	Caterer			
	Food			
	Photographer/videographer			
	Motorcoach for tours			
	Mementoes, t-shirts			
	Printing (newsletters, program ...)			
	Other			
Purchases				
	Name tags			
	Decorations/signs/banners			
	Games			
	Activity expenses (crafts,			
	Awards; plaques, certificates, trophies, prizes, other awards			
	Program and other special handouts			
	Picnic supplies			
	Other			
Reunion day expenses				
	Venues			
	Meals (# days x # meals)			
	Transportation: Rides to/from airport			
	Motorcoach for touring			
	Caterer			
	Photographer/videographer			
	DJ, band or professional story teller			

	Tips/gratuities			
	Taxes			
	Other			
Post reunion expenses				
	Printing; reunion report/newsletter			
	Postage			
	Pictures, videos			
	Other			
TOTAL EXPENSES				
NET INCOME				

Request for Proposal (RFP)

Reunion profile

Total attendance _____

Demographics _____

Reunion overview _____

Event overview _____

Accessibility/special needs _____

Reunion history

Include: dates, attendance, city, venue/hotel, room nights, food and beverage spending

RFP Information

Decision date _____

Room block _____

Desired dates _____

Desired room rate range, room rate history, concessions

Reunion space requirements

Date, function type, setup, number of attendees, start and end time

Food and beverage

	breakfast	lunch	dinner	reception/banquet
--	------------------	--------------	---------------	--------------------------

Day 1	_____	_____	_____	_____
--------------	-------	-------	-------	-------

Day 2	_____	_____	_____	_____
--------------	-------	-------	-------	-------

Day 3	_____	_____	_____	_____
--------------	-------	-------	-------	-------

Menus provided (yes or no) _____ Service charge (yes or no, how much) _____

Guaranteed prices (until what date) _____

Guarantee policy _____

Tax and gratuity (%) _____

Decision process _____

Special requirements _____

Submission instructions _____

Reunion Site Inspection Checklist

Property name and address

Date of visit _____

Contact person/info

Things to observe

- ☐ how you're treated
- ☐ appearance (interior and exterior)
- ☐ overall cleanliness
- ☐ security and safety systems, including fire exits and sprinkler systems in rooms
- ☐ condition of all rooms (sleeping, dining and meeting)

Yes / No

- ☐ ☐ Do employees seem proud of their work?
- ☐ ☐ Are they personable? helpful?
- ☐ ☐ Are you comfortable with the hotel's decor?
- ☐ ☐ Does the lobby have a welcoming appearance?
- ☐ ☐ Are all areas wheelchair-accessible?
- ☐ ☐ Is there sufficient, convenient parking?
- ☐ ☐ Is there access to public transportation?
- ☐ ☐ Are ice machines conveniently located and do they work?

Does the property have:

- ☐ elevators ☐ concierge ☐ gym/fitness room ☐ spa ☐ swimming pool ☐ wi-fi
- ☐ business center ☐ barber/salon ☐ in-room movies ☐ in-room coffee
- ☐ in-room refrigerator ☐ recreation facilities ☐ safe deposit boxes

Reunion Site Inspection Checklist

What types of sleeping rooms are available?

- ☐ singles ☐ doubles ☐ queens ☐ kings ☐ suites ☐ handicapped accessible
☐ non-smoking ☐ mix of rooms

Yes / No

- ☐ ☐ Are special rates available during certain periods?
-

- ☐ ☐ Is the registration system automated?
- ☐ ☐ Is audio-visual support available? Cost \$ _____
- ☐ ☐ Does the hotel offer shuttle service? Cost \$ _____
- ☐ ☐ Is 24-hour room service available?
- ☐ ☐ Can we bring in our own liquor?
- ☐ ☐ If so, is there a "corkage" fee? Cost \$ _____
- ☐ ☐ Does hotel offer free breakfast?
- ☐ ☐ Does hotel offer free cocktail hour? Snacks?
- ☐ ☐ Are pets allowed? Cost \$ _____
- ☐ ☐ How much is hotel tax? Cost \$ _____

Ask for:

Copies of the property's complimentary (meeting and sleeping) room policy and menus for meal functions.

Reunion name _____
 Reunion Date _____
 Contact _____

Reunion Membership Roster

	Head of Household	Spouse	Child 1	Child 2	Child 3
First name					
Middle name					
Nickname					
Maiden Name					
Last Name					
Address					
City					
State					
Zip					
Birthdate					
Birth city					
Birth state					
Wedding Date					
Phone cell					
Phone home					
Phone work					
Email address 1					
Email address 2					
School(s) attended Elementary					
School(s) attended High School					
School(s) attended College					
School(s) attended Other					
Degrees					
Greek membership					
Military Service Branch					
Military Service Unit Name					
Military Service Dates					
Occupation/Job					
Employer					
If retired, former employer or profession					
Special interests, hobbies and spare time activities					

Contact _____

2016 Reunion Paid in Full

Program Book Advertising Order Form

DEADLINE _____

A program book is one of our reunion fundraising projects. Please add your advertisement or message. The book will be shared at the reunion, but if you are unable to attend we will send you a copy. We encourage you to use ad space to express congratulations (for weddings, graduations, new jobs, promotions, retirements, special achievements), to extend condolences, or to share memories.

Ad rates and sizes

Color	Black & White	Ad Size	Dimensions W x H based on 8 ½ x 11 inches
\$	\$	Full page	7.5"W x 9.875"H
\$	\$	½ page Vertical	3.5"W x 9.875"H
\$	\$	½ page Horizontal	7.5"W x 4.75"H
\$	\$	¼ page	7.5"W x 2.375"H
\$	\$	Business card	
N/A	\$	Special Message *	Enter your message below *
N/A	\$	Greetings **	Enter name as you wish it to appear.

Ads must be submitted, print-ready, with payment.

Enclosed is my check/money order for \$ _____

OR PayPal _____

Your name _____

Address _____

Phone _____

Email _____

- **SPECIAL MESSAGE*** A special message can consume any ad size. If you use a full page, it is approximately 500-550 words. You may also add a logo or picture.

**** Greetings!** Your name will be included in an alphabetical list of persons who want to salute the reunion. _____

DEADLINE _____

Family Reunion Registration Form

Reunion Name _____

Reunion Date(s) _____

Contact _____

Who will be attending the reunion?

First/middle/nickname _____

Last name _____

Address _____

City State Zip _____

Phone _____

Email _____

Facebook _____

Birthdate _____

Which branch of the family _____

Who else from the same household?

Please print names as they should appear on name badges.

First Name	Last name	Relationship	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fees

Registration x	# adults	\$_____ x #_____	\$_____
	# seniors	\$_____ x #_____	\$_____
	# 3-12 years	\$_____ x #_____	\$_____
	# under 3	free x #_____	
	Registration Fee		Total \$_____

Yes No	Meet and greet	\$_____ x #_____	\$_____
Yes No	Tour(s)	\$_____ x #_____	\$_____
Yes No	Banquet	\$_____ x #_____	\$_____
Yes No	Picnic	\$_____ x #_____	\$_____
Yes No	Photo	\$_____ x #_____	\$_____
Yes No	Memory book	\$_____ x #_____	\$_____
Yes No	Donation	\$_____ x #_____	\$_____
	Grand total		\$_____

Deadline for payments _____

Make check payable to _____

Mail to _____

PayPal address _____

Optional items for registration

Payment methods

Registration fees

Pay per Activity

T-shirt order forms

Banquet entrée order form

Class Reunion Registration Form

Reunion Name _____

Reunion Date(s) _____

Contact _____

Who will be attending the reunion?

Class member

First name _____

Last name (include maiden name and nickname) _____

Address _____

City State Zip _____

Phone _____

Email _____

Facebook _____

Guest(s)

Name(s) as it/they will appear on name badge(s).

First Name

Last name

Registration

Total

Yes No	Reunion fee	\$_____ x #____	\$_____
Yes No	Meet and greet	\$_____ x #____	\$_____
Yes No	High school tour	\$__ <u>free</u> _	\$_____
Yes No	Tour(s)	\$_____ x #____	\$_____
Yes No	Banquet	\$_____ x #____	\$_____
Yes No	Picnic	\$_____ x #____	\$_____

Yes	No	Photo	\$ _____ x # _____	\$ _____
Yes	No	Memory book	\$ _____ x # _____	\$ _____
Yes	No	Donation	\$ _____ x # _____	\$ _____

Grand total \$ _____

Deadline for payments _____

Make check payable to _____

Mail to _____

PayPal address _____

Missing persons list (FILL IN or add separate sheet): please help us find classmates, if you know how to contact them.

Optional items for registration

Payment methods

Registration fees

Pay per Activity

T-shirt order forms

Banquet entrée order form

Military Reunion Registration Form

Reunion Name _____

Reunion Date(s) _____

Contact _____

Who will be attending the reunion?

Military group member

First name _____

Last name (include nickname) _____

Address _____

City State Zip _____

Phone _____

Email _____

Facebook _____

Contact in case of emergency _____

Guest(s)

Name(s) as it/they will appear on name badge(s).

First Name

Last name

Registration Circle Yes or No.

Total

Yes No Reunion fee* \$_____ x #_____ \$_____

Yes No Meet and greet \$_____ x #_____ \$_____

Yes No Tour(s) \$_____ x #_____ \$_____

Yes No Banquet \$_____ x #_____ \$_____

Yes No Photo \$_____ x #_____ \$_____

Yes No Memory book \$_____ x #_____ \$_____

Yes No Donation \$_____ x #_____ \$_____

Grand total \$_____

*Fee includes reunion administration,
Meet and greet and banquet.

Deadline for payments _____

Send to _____

Make check payable and mail to _____

PayPal address _____

Optional items for registration

Payment methods

Registration fees

Pay per Activity

T-shirt order forms

Banquet entrée order form

OPTIONAL ORDER FORMS

OPTIONAL PAYMENT METHODS

#1

REGISTRATION FEES

	Under 2	3-11	12-20	21-64	Seniors 65 and older	Total
Cost per person	\$	\$	\$	\$	\$	N/A
Total number						Total # of attendees
Total cost per age group						Total Fees

#2

ONE SINGLE FEE

\$_____ includes Meet and greet, Tour(s), Banquet, Picnic, Photo and Memory book

#3

PAYMENTS

Pick and choose what you want far enough in advance and set up a schedule to pay a percentage each month for _____ # Months. \$_____ Monthly payment

#4

PAY PER ACTIVITY

Name	Meet/ greet	Tour	Banquet	Picnic	Photo	Memory Book	Total
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$

T-SHIRT ORDER FORMS

T-SHIRT OPTION #1

T-SHIRT ORDER FORM

DEADLINE TO ORDER _____

ADULT SIZES

	Small	Medium	Large	X-Large	2 XX	3XXX	4XXXX
Cost per t-shirt	\$	\$	\$	\$	\$	\$	\$
# t-shirts							
Total Cost per Size							

Adult QTY Total _____

TOTAL ENCLOSED \$ _____

CHILDREN'S SIZES

	X-sm	Small	Medium	Large	X-Large
Cost per t-shirt	\$	\$	\$	\$	\$
# t-shirts					
Total					

Children's QTY Total _____

TOTAL ENCLOSED \$ _____

GRAND TOTAL ENCLOSED \$ _____

Make check payable to _____

Send to _____

PayPal address _____

T-SHIRT OPTION #2

T-SHIRT ORDER FORM

DEADLINE TO ORDER _____

Adult sizes: Sizes S-XL \$ _____; sizes 2XL-4XL \$ _____

Enter number S ____ M ____ L ____ XL ____ 2XL ____ 3XL ____ 4XL ____

Total \$ _____

Children's sizes: Sizes XS-S \$ _____; sizes 2XL-4XL \$ _____

Enter number XS ____ S ____ M ____ L ____ XL ____ Total \$ _____

TOTAL ENCLOSED \$ _____

Make check payable to _____

Send to _____

PayPal address _____

BANQUET ENTRÉE CHOICE

Meat 1 _____

Meat 2 _____

Fish _____

Vegetarian _____

Special dietary instructions

Reunion Name _____ Reunion Date _____

Contact _____

Reunion Menus

Use this list for planning menus and as a shopping list before the reunion.

Some of the meals can be prepared in teams or potluck or catered. Consider all possibilities.

DAY 1

MEET AND GREET

DAY 2

BREAKFAST

LUNCH

RECEPTION

BANQUET

DAY 3

BREAKFAST

LUNCH PICNIC

DINNER

Reunion Name _____ Reunion Date _____
Contact _____

Reunion Menus

Use this list for planning menus and as a shopping list before the reunion.
Some of the meals can be prepared in teams or potluck or catered. Consider all possibilities.

DAY 1 MEET AND GREET

Menu Planning

Appetizers/Snacks

Entrees

Salads/ Sides

Fruits/ Vegetables

Desserts

Beverages

Shopping List

Meat/Fish

Produce (or Fruits & Vegetables)

Dairy

Canned Goods

Condiments

Baking Supplies

Beverages (water, soda/pop, beer) ice

Paper goods

Matches, charcoal

Reunion Name _____
Reunion Date _____
Contact _____

Picnic Checklist

Park Name _____
Address _____
Park contact person _____
Phone _____
Email _____
Fax/pager _____
Web address _____
Desired location/site number _____
Desired date/times _____
Deposit/rental fee _____

What park site includes (check)

- ☐ pavilion ☐ kitchen ☐ meeting room ☐ covered outdoor pavilion ☐ security
- ☐ picnic tables/benches ☐ water ☐ rest rooms ☐ electric outlets ☐ food on site
- ☐ handicap parking ☐ RV parking ☐ play area ☐ tennis courts ☐ swimming pool
- ☐ lake/pond ☐ golf ☐ volleyball ☐ geocaching ☐ hiking/nature trails

Are alcoholic beverages allowed? _____

Maximum number of people allowed _____

Other requirements _____

Notes _____

Reunion day picnic

Volunteers ☐ set up ☐ service ☐ clean up

Rental ☐ pickup or delivery ☐ return

☐ bounce house ☐ porta potties ☐ tent ☐ tables ☐ chairs

Take along

- ☐ grills ☐ charcoal ☐ lighter fluid/matches ☐ grill tools ☐ coolers ☐ ice + water
- ☐ plates ☐ utensils cups/glasses ☐ napkins ☐ containers for leftovers
- ☐ potluck (see list) ☐ caterer ☐ first aid kit

Reunion Name _____ Reunion Date _____

Contact _____

Potluck Signup

What are you bringing?	Description	Cook
Appetizers		
Appetizers		
Appetizers		
Bread		
Bread		
Salads		
Salads		
Salads		
Salads		
Side dishes		
Side dishes		
Side dishes		
Side dishes		
Meats		
Meats		
Meats		
Entrees		
Entrees		
Entrees		
Entrees		
Condiments		
Desserts		
Desserts		
Desserts		
Desserts		
Snacks		
Snacks		
Drinks		
Drinks		
Drinks		
Other		

Reunion Name _____ Reunion Date _____

Contact _____

Catering Questions

Food questions

Is food purchased fresh, canned or frozen?

Do you do your own baking?

What is the portion size of each entree?

Can a food tasting be arranged?

Menu questions

Can we order vegetarian, Kosher, gluten-free meals?

What combination plates are available?

Can guests be given a choice of entrees?

How far in advance are counts required?

How do we handle last-minute requests?

Drink questions

Can we bring in our own liquor? Is there a corkage fee?

How many ounces are in your bottles, glasses, drinks?

How many ounces of liquor per drink?

How many ounces is your juice glass?

Is the decaf coffee brewed or instant?

Can partially full open bottles from the hosted bar (paid for by the bottle) be removed from the property?

Can the hotel store open bottles of liquor from one reception for our next event?

Do liquor-by-the bottle prices include set-ups (mixes, ice, glasses, bar fruit)?

Is there a bartender charge? If so, what is the dollar volume of liquor or wine required to waive the charge?

What are your house, call and premium wine brands?

Is wine that is no longer on the wine list available?

Cost

Can special menus be created within our budget?

Is there a minimum guarantee to use the facility? Total dollar amount or number of meals?

Is there a room-rental charge?

Can we receive a discount if we order the same menu as another group you're catering at the same time?

Can credit be established?

When are deposits expected?

When is payment expected?

What is the tax rate?

What is the service charge/gratuity percentage? Is service charge/gratuity taxed?

Are there any other costs (e.g., overtime, setup or labor charges)?

Catering Questions (continued)

Logistics

Can we order special meals? How much advance notice is needed?

When is *attendance guarantee* due?

(*Attendance guarantee* is the number of servings paid for, whether or not they are consumed.

Typically required 48 to 72 hours in advance. The guaranteed number can be increased, but not decreased. The number of hours may be negotiable.)

What is the *over-set* policy?

(*Over-set* policy is the percentage of places set, over guarantee, which the kitchen is prepared to serve.)

What is the *server-to-guest ratio*?

(Standard *server-to-guest ratio* is one wait staff per 20 guests.)

What items can be available on short notice if attendance increases unexpectedly?

What time will the tables be set up so we can bring in decor and centerpieces?

What time do we need to be out of the room? Are there overtime charges?

Identify facility staff person who will be in charge during our function.

What group is using the room prior to our function? Can we share decor or audiovisual equipment to reduce labor charges?

Miscellaneous details

How is leftover food disposed of? Can it be donated to a food kitchen to feed the needy?

What linen colors are available at no additional charge?

Are table numbers available?

What size table rounds are available? How many will each be set for?

(Eight guests at 60-inch rounds; 10 guests at 72-inch rounds.)

How will buffet tables be decorated?

Does property have decorations, votive candles, hurricane lamps, bud vases or mirrors available at no charge?

Will a microphone be provided at no charge?

Can the facility store our centerpieces for use the next day?

What are your emergency procedures?

Questions for off-premises catering

Who supplies equipment rental (e.g., stoves, grills, tables, chairs, dishes, linens, flatware)?

Are facility permits needed? Who gets them? Is there a cost?

Can a certificate of workers compensation and liability insurance be provided?

How many wait staff will be provided? Is that cost included in the bid? How will they be dressed?

Who will dispose of trash?

What are overtime charges?

Please supply references.

Are tips and gratuities included?

Reunion Days for Planner

Day before the reunion

Meet with hotel staff

Final walk through with hotel staff

Meet with committee and helpers

Review agenda, programs and assignments

Confirm reservations for reunion days

Vendors

Caterer

Banquet

Meal reservations

Motorcoaches for tours

Golf course or other venues expecting your reunion members

Pre-set up date and time _____

Alcoholic beverages allowed? Circle one. yes no

Reunion Day

Final Head Count: Total _____

Adults _____ Teens _____ Children 5-12 _____ Children 5 and under _____

Location _____

Address _____

Contact person _____

Phone _____

Email _____

Fax/pager _____

Web address _____

Reunion Days for Planner

In case of emergency

Security _____

Rental pickup date and time _____

Confirm transportation needs for elderly and special needs

Check parking, particularly handicap parking

Setup Time/Date _____

Tables _____

Chairs _____

Table Covering _____

Electric Outlets _____

Sound System _____

TV/Monitors _____

Piano _____

Food on site? _____

Kitchen _____

At picnic site

Check: Restrooms _____

Tables and benches _____

Grills _____

Swimming Pool _____

Play area _____

Reunion Days for Planner

At picnic site (continued)

Tennis Courts _____

Pool Table

Volleyball _____

Nearby Park _____

Golf _____

Clean-up

Pick up room or site and empty trash

Pack and return tables, chairs, rental equipment

Other Requirements:

Notes:

Contact _____

NAME (Chairman)		CONTACT INFO
Registration		
Program		
Activities		
Kids activities		
Games		
Tour(s)		
Food		
In case of emergency		
Others		

[illegible]

Contact _____

Attendance. Sign in, please.

Contact Info

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Attendance. Sign in, please.

Name

Contact Info

[illegible]

Reunion Name _____

Reunion Date _____

Contact _____

Reunion Member Event Evaluation

Please answer all questions honestly to help us plan an even better reunion next time (please share details.)

Did you enjoy the reunion?

What did you think of the location?

Would you go back to the same location again? Why or why not?

Did you like the length of the reunion?

Would you keep it the same length? If not, why?

Did you enjoy the activities provided?

What was your favorite activity? What additional activities would you like?

How was the food?

What did you really like about this reunion?

What would you like to change for future reunions?

Would you be willing to help with preparations for the next reunion?

If so, how can you help?

Thank you for your candid opinions that will help us make our reunion better.

This evaluation is intended to be confidential, but if you want us to contact you, please complete the following.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

email _____

Facebook _____

Reunion Name _____

Reunion Date _____

Contact _____

Committee Member Event Evaluation

The reunion chairman and committee members should do a self-evaluation and address a variety of questions regarding the actual workings of the reunion. Ask how things went, but also how things can be changed or improved.

Let committee members know ahead of time that you will be asking for their impressions and opinions after the reunion, so that they will make a point of observing.

Evaluate staffing, organization, site selection, the decision-making process, coordination and supervision. Discuss budget, fiscal controls and procedures.

A questionnaire can cover the following:

Did everyone work well together?

Did we start early enough?

Were effective timelines set for completion of each important task?

Was the reunion well publicized?

How did registration go?

Who attended? From where?

Who did not attend? Why not?

Compare with previous reunions. Are there trends?

Were destination and location right? Large enough?

Did we consider all functions thoroughly before the reunion and adequately inform the hotel of all our requirements?

Were room layouts adequate for events and meetings?

Was there good support from the hotel's departments: food and beverage, sales, reservations, front desk, bell service, etc.?

Were onsite supervision and day-to-day operations satisfactory?

Did we have enough people to cover everything?

Was our business meeting effective?

Reunion Name _____

Reunion Date _____

Contact _____

Member Long Form Evaluation

1. Is this the first time you attended the _____ Reunion? ____yes ____no

2. How did you get to the reunion? __Car __Plane __Train __Bus __Other

3. Were INSTRUCTIONS clear for getting to the:

A. City/location ____yes ____no

B. Hotel/lodging ____yes ____no

C. Reunion activities ____yes ____no

If not, please explain problems you had.

4. How convenient was the LOCATION? Circle one:

Not at all		Okay		Very convenient
1	2	3	4	5

5. How convenient was the DATE for you? Circle one:

Not at all		Okay		Very convenient
1	2	3	4	5

6. Were fees for reunion registration and events affordable? Circle one:

A. Registration fees were:

Not at all affordable		Okay		Very affordable
1	2	3	4	5

B. Reunion activity fees were:

Not at all affordable		Okay		Very affordable
1	2	3	4	5

7. What was the BEST ASPECT about the reunion for you?

8. What was the MOST DISAPPOINTING ASPECT of the reunion for you?

9. How likely are you to attend the next reunion? Circle one:

Not at all likely	Likely	Very likely	Of course
1	2	3	4

If you circled 1, 2 or 3 above, what would make you decide to come to the next reunion?

10. What ideas do you have for:

A. the next reunion location _____

B. activities _____

C. ways to improve the reunion _____

11. Please rank each of the following. Circle one:

	Awful		Okay		Exceeded my expectations
A. Room accommodations	1	2	3	4	5
B. Hotel services	1	2	3	4	5
C. Food					
Quality	1	2	3	4	5
Portions	1	2	3	4	5
Variety	1	2	3	4	5
D. Reunion book	1	2	3	4	5
E. Reunion activities					
Games	1	2	3	4	5
Tours	1	2	3	4	5
Speeches	1	2	3	4	5
Dances	1	2	3	4	5
Entertainment	1	2	3	4	5
(Continue your list here)					
F. Reunion organization	1	2	3	4	5
G. Variety of activities	1	2	3	4	5
H. Keepsakes/Memorabilia	1	2	3	4	5

12. Are you ____ male ____ female

13. Would you be willing to help organize the next reunion?

____ Yes ____ No ____ Maybe (call me)

If your answer is yes or maybe, please complete the following

Name _____

Phone _____

Email _____

Address _____

15. Is there anyone else we should ask to help plan the next reunion?

Name _____

Phone _____

Email _____

Address _____

16. Other Comments

Thank you for your time and thoughtful answers.

Please return to _____