

Planning a Reunion Timetable

24-18 months before your reunion...

- Determine interest
- Talk to other reunion organizers
- Attend a reunion organizing class, workshop or conference
- Start mailing list
- Form reunion committee(s) and establish responsibilities and schedules
- Keep records of everything
- Develop budget and bookkeeping system
- Contact convention and visitors bureaus
- Scout locations, facilities

One year before ...

- Set date(s)
- Choose location
- Send first mailer; tentative reunion schedule and plans (tours, souvenirs, memory books), theme, and approximate cost
- Arrange or hire entertainment, caterer, photographer, videographer, printer

6-9 months before ...

- Send second mailer; include registration and souvenir order forms and cost
- Send announcement to Reunions magazine
- Schedule events and activities — program, speakers, awards ceremony, tours
- Reserve block of rooms
- Begin souvenir directory/list of attendees, memory book

5 months before ...

- Confirm reservations, entertainment, photographer, caterer
- Choose menus

- Announce event to local news media, elected officials

4-2 months before ...

- Meet with hotel staff, visit facility with reunion committee
- Select decorations, theme, signs banners and order printed items
- Reserve rental equipment
- Submit personalized orders (t-shirts, mugs, caps ...)

6 weeks before ...

- Deliver publishing projects to the printer
- Write checklist for reunion tasks
- Designate assignments for reunion volunteers

2 weeks before ...

- Purchase last minute decorations and supplies
- Reconfirm meeting, sleeping and eating accommodations
- Review final checklist

The Day before ...

- Determine location staff contacts for your reunion
- Solve last-minute problems
- Review final details with reunion committee

Reunion Day(s) ...

- Set up registration tables, rental equipment, displays
- Decorate
- Juggle details; volunteers, food, banquet, photographer, games, tours, buses, entertainment
- Enjoy

Afterward ...

- Reflect and evaluate — note what worked, what didn't
- Complete bookkeeping; settle accounts
- Write thank you notes to volunteers, hotel staff, caterers
- Start planning your next reunion