

## REUNION PLANNING FORMS

### *Reunions magazine*

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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](mailto:editor@reunionsmag.com).

Pages follow.

### **Multimedia reunion planning**

*Reunion Planners Notebook* presents multimedia planning that should enhance what you are able to consider and do for your reunion. You can read, in the print version about all the links online that lead to far more reunion planning information and details. Then! go to the magazine online @ <https://issuu.com/reunionsmag> and every URL referred to is linked directly to what you are looking for. Answer questions as they arise, return often to read new sections, listen to podcasts, explore and shop on Etsy. Plan your reunion, find a place, form committees, fashion memorable days and nights at reunions that zing and pop and are unforgettable!

Finally, if you'd rather use fillable computer forms, they can be purchased at [www.etsy.com/shop/reunionsmagazine](http://www.etsy.com/shop/reunionsmagazine)

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 \_\_\_\_\_

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

<b>Committees</b>
-------------------

**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?

---

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### 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>
<b>Membership dues</b>				
<b>Fees</b>				
<b>Online registration (% of charge)</b>				
<b>Fundraising</b>				
	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				
<b>TOTAL INCOME</b>				
<b>EXPENSES</b>				
<b>Pre reunion expenses</b>				
<b>Bank fees</b>				
<b>Communication</b>				
	Long distance/fax/email/web			
<b>Promotion</b>				
	Online/web expenses			
	Printing; mailings, programs			
	(# of mailings x # on mail list)			



	Postage			
	Supplies			
	Other			
<b>Down payments /deposits</b>				
	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			
<b>Purchases</b>				
	Name tags			
	Decorations/signs/banners			
	Games			
	Activity expenses (crafts,			
	Awards; plaques, certificates, trophies, prizes, other awards			
	Program and other special handouts			
	Picnic supplies			
	Other			
<b>Reunion day expenses</b>				
	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			
<b>Post reunion expenses</b>				
	Printing; reunion report/newsletter			
	Postage			
	Pictures, videos			
	Other			
<b>TOTAL EXPENSES</b>				
<b>NET INCOME</b>				

## 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

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### **RFP Information**

Decision date \_\_\_\_\_

Room block \_\_\_\_\_

Desired dates \_\_\_\_\_

Desired room rate range, room rate history, concessions

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### **Reunion space requirements**

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

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### **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**

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**Date of visit** \_\_\_\_\_

**Contact person/info**

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### 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					



## 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.

<b>First Name</b>	<b>Last name</b>	<b>Relationship</b>	<b>Age</b>
-------------------	------------------	---------------------	------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Fees**

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

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 # _____	\$ _____
		<b>Grand total</b>	<b>\$ _____</b>

**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 \$ free \_\_\_\_\_ \$ \_\_\_\_\_

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.

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**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
<b>Cost per t-shirt</b>	\$	\$	\$	\$	\$	\$	\$
<b># t-shirts</b>							
<b>Total Cost per Size</b>							

**Adult QTY Total** \_\_\_\_\_ **TOTAL ENCLOSED \$** \_\_\_\_\_

**CHILDREN'S SIZES**

	X-sm	Small	Medium	Large	X-Large
<b>Cost per t-shirt</b>	\$	\$	\$	\$	\$
<b># t-shirts</b>					
<b>Total</b>					

**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

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Entrees

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Salads/ Sides

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---

---

---

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/gratuuity percentage? Is service charge/gratuuity 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

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Security \_\_\_\_\_

Rental pickup date and time \_\_\_\_\_

Confirm transportation needs for elderly and special needs

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Check parking, particularly handicap parking

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**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:**

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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?

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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 \_\_\_\_\_