STEP 1: Consider The Timeline

Category: Class Reunion Planning Center
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Reading Time: 3 min

The time periods mentioned here are for an ideal scenario.
You may need to adapt your timeline to the time that you have to plan your reunion.

12-18 Months Before The Reunion

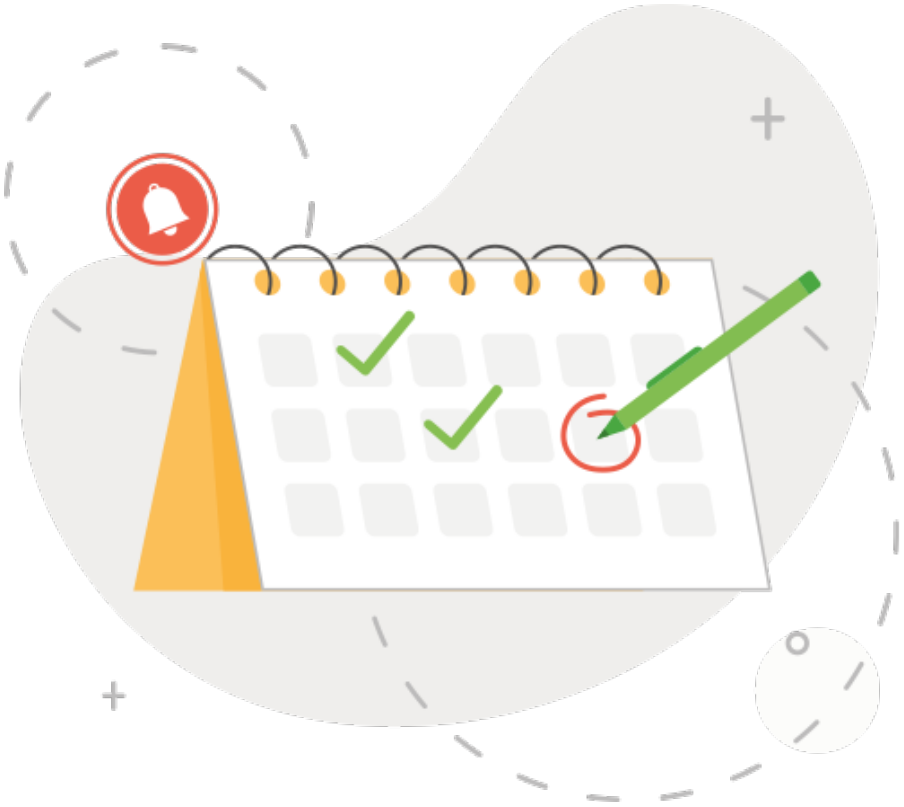
- Put out feelers for the committee.
- Start a website.
- Visit school: inform them of reunion; obtain class list, yearbooks...
- Prepare preliminary budget;
- First committee meeting.
- Open a bank account.
- Send out the "Save The Date" emails
- If the date is not fixed, set up an online poll with three options!
- Collect online Classmate Profiles and pictures (ongoing until the event);
- Missing classmate search (ongoing until the event);
- Post Missing Classmates page on website (and update as you go);



8-12 Months Before The Reunion

- Finalize date of event (if possible);
- Book venue;
- Book a caterer, if not provided by the venue
- Determine if there are informal events surrounding the reunion.
- Revise budget;
- Finalize ticket pricing.
- Send broadcast e-mails hyping the reunion (ongoing until event);
- Invite the non-paying guests (teachers, coaches, etc.);
- Start early-bird ticket sales and incentive programs;
- Sell or barter ad space on your website;
- Book entertainment;
- Set up a memorials page on website;
- If you are hiring a photographer or videographer, get quotes.

- Plan the festivities (awards, games, speakers);
- Canvass classmates & businesses for giveaways;
- Continue to send broadcast e-mails, building hype.
- Plan Memory Book (and solicit ads if you will include them);



4-8 Months Before The Reunion

- Telephone classmates whom you found but have not yet responded;
- Plan décor, centrepieces, displays, registration kits;
- Sketch a detailed diagram of the room and set-up;
- Order any printed decorations (banner, custom balloons, etc.);

- Order mementos (keychains, pens, etc.);
- Collect content for the displays (ongoing until event);
- Enlarge any photos that will be displayed (class photo, teachers, etc.);
- Arrange for any on-site sale items (t-shirts, etc.);
- Turn up the heat for ticket sales;
- Send out invitations by email;



1-3 Months Before The Reunion

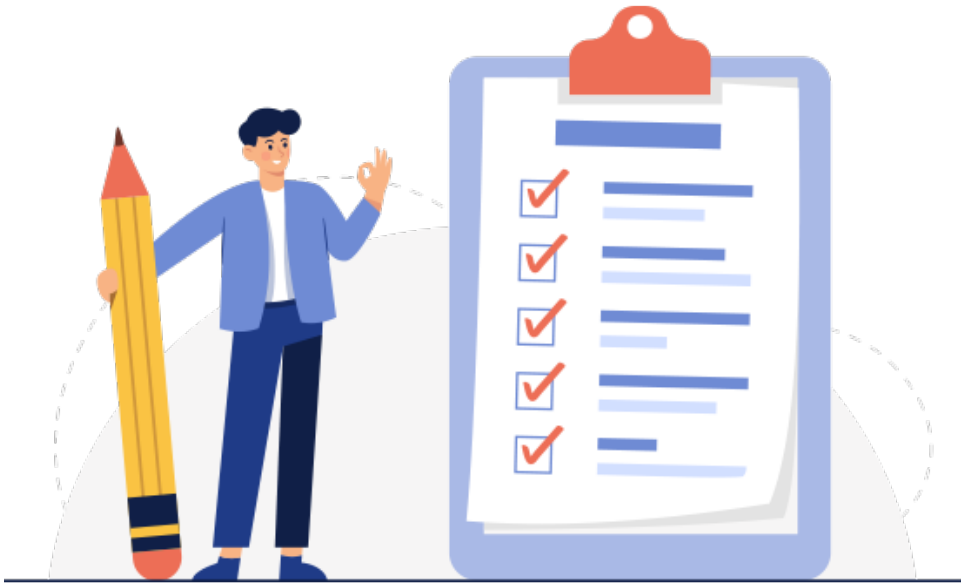
- Assemble slide show;
- Assemble video;
- Arrange supplies for name tags;
- Get volunteers to work the registration desk (if possible);
- If you plan to have paper tickets (not recommended), send them.
- Broadcast e-mail reminders;
- Cut-off for final ticket sales (if your venue needs notice for extras);

- If you plan to have a program booklet, assemble it now.



Final Weeks Before The Reunion

- Prepare guest lists for the registration table.
- Give the final meal count to the caterer.
- Prepare name tags;
- Compile registration kits;
- Prepare the signs needed for registration.
- Arrange for a float for the cash box;
- Confirm with all vendors, suppliers, donors, etc.
- Prepare a detailed schedule of the big day.



Reunion Day

- Decorate room, tables, displays;
- Set up registration area;
- Ensure required audiovisual equipment is set-up;
- Review check-in procedure with registration workers.
- Pick up or ensure delivery of registration kits and giveaways;

Post Reunion Day

- Upload reunion photos to website.
- Send thank-you notes to all donors/sponsors/committee.
- Share your knowledge with other classes from your school;

- Close bank account;

