# STEP 3: Visit Your School

**Category:** Class Reunion Planning Center
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**Reading Time:** 1 min

## 7 Things to do at School

1. Inform the school about your intention to plan a reunion.
2. Ask if anyone else has contacted the school with the same idea. If so, contact that person and try and join forces or decide which reunion will be planned. There is no room for competing reunions.
3. Speak with the alumni director if you have one. They may be helpful in locating classmates.
4. Obtain a complete class list with any contact information the school can provide.
5. Ask the administrator of the school website to add a link to your website.
6. Ask to borrow the school banner and mascot for the event.
7. Come prepared with your digital camera and video camera to photograph the school grounds. You can use this later on the website and at the reunion.

