

Plan a Class Reunion Checklist

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- ☐ Class Reunion Planning
 - ☐ Form a reunion committee.
 - ☐ Elect a reunion chairperson and treasurer.
 - ☐ Create subcommittees to carry out specific tasks.
 - ☐ Establish regular reunion committee meetings.
 - ☐ Consider working with a reunion planning specialist.
 - ☐ Survey classmates for ideas.
 - ☐ Brainstorm the initial plans.
 - ☐ Create a budget.
 - ☐ Choose a date and location.
 - ☐ Create a list of class alumni and contact them with the details of the reunion.
 - ☐ Start a reunion website.
 - ☐ Develop an agenda for the event.
 - ☐ Plan the entertainment.
 - ☐ Hire the photographer or videographer.
 - ☐ Hire a caterer and set the menu.
 - ☐ Determine and arrange for any additional activities.
 - ☐ Arrange for any liability insurance required.
 - ☐ Work out lodging arrangements for out-of-town guests.
 - ☐ Pay all required deposits.
 - ☐ Develop registration process.
 - ☐ Publicize event.
 - ☐ Create name tags.
 - ☐ Plan and purchase decorations.
 - ☐ Purchase a gift for the school, to be presented by the school's alumni.
 - ☐ Arrange for event staffing.
 - ☐ Make speaker arrangements.
 - ☐ Create and purchase reunion mementos.
 - ☐ Create old photo slide show.