Plan a Class Reunion Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**