

Class Reunion Checklist

By Campbell Rodriguez

- 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.