

Class Reunion Event Checklist

By Kent McGroarty

- Class reunion committee**
 - Create a committee four or five months before the reunion** Once it's established, assign a chairperson and treasurer. Email old classmates who live nearby, and ask if they will work as volunteers. Decide how frequently to meet and create an event schedule, such as having a venue booked by a certain date.
 - Form a subcommittee and assign responsibilities** Groups like "food and beverage" and "decorations and programs" will help evenly distribute work among volunteers.
 - Come up with a budget** Determine where the money will be obtained, such as donations, event tickets or both. If you decide classmates must buy tickets for the reunion, establish a ticket price.
 - Pick a date** Many reunions often take place over the Thanksgiving holiday as people fly home to spend time with family.
 - Select a venue** Options include a banquet hall, hotel or bar/restaurant.
 - Choose lodging.**
 - Create a class reunion website.**
 - Choose the event staff.**
 - Make deposits as necessary.**
- Contact classmates**
 - Organize your contacts** Make a list of classmate contact information so you can invite them, via evite or or by mail. You can also poll the guests on reunion themes and class gifts.
 - Buy postage.**
 - Stay on top of RSVP information** Assign a volunteer to keep track of how many people are planning to attend the reunion. Wait until you have a good ideas of how many classmates will be attending before ordering supplies for the party.
- Food and beverage**
 - Decide on the event menu** Buffets are popular, though reunions held at bars and restaurants may opt to allow attendees to order from the establishment menu, which is a cheaper option. Whatever you do, make sure there are food items available for vegetarian and vegan classmates.
 - Select beverages** Talk to your venue's manager to establish a rate for alcoholic and non-alcoholic drinks, or purchase your own.
 - Determine if you need to purchase flatware, glasses, silverware or napkins** Your venue will most likely supply these items for you.
- Entertainment**
 - Book a photographer.**
 - Hire a DJ or live music act** Remember to confirm and re-confirm the date and time with your selected entertainment.

- Make a slideshow** Assign a volunteer to put together a slideshow of old photos. Email classmates about contributing photos if desired.
- Create a nostalgia table** Gather photos and items that were popular during your high school years, such as toys, gadgets and framed news headlines.
- Decorations and favors**
 - Select and purchase class reunion favors** Options could include class year coffee mugs, mint tins, hand towels, address books or canteens.
 - Choose and purchase decorations.**
 - Purchase name tags.**
 - Procure prizes and awards** Ask local businesses to donate items for use in raffles and silent auctions. Purchase "awards" if desired to distribute to classmates, such as "Most Changed."