Plan a Class Reunion Checklist

By Jefferey Rondman

	Cla	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	