

Class Reunion Checklist

15-18 onths before reunion:

- Form a reunion planning committee, elect a chair and treasurer
- Reach out via social media- Facebook is a great resource to find old friends. Set up a High School Reunion Facebook page. Encourage classmates to help find old friends. Also, check out classmates.com
- Schedule a meeting with the committee and delegate tasks to different members, create a budget.
- Explore potential venues, caterers or restaurants and activities- keep in mind the need for shelter in case of inclement weather. Also, consider photographer, entertainment (DJ or live band)

12 months before reunion:

- Decide on venue for event. Finalize the date and reserve. Be sure to have all necessary permits needed.
- Book a caterer if using one.
- Order “save the date” postcards and invitations if using.

9 months before reunion:

- Survey reunion members for ideas, things to do and activities
- Review the missing classmates list- ask your invitees to spread the word to people who have not yet registered.
- Book photographer and entertainment if using
- Develop and finalize class reunion agenda
- Finalize caterer and menu
- Update addresses as necessary
- Send “save the date” postcards or e-mail guests
- Develop a class reunion website. Encourage guests to send old photos to website or Facebook to generate enthusiasm
- Begin collecting any class reunion memorabilia- year books? What was the popular fashion the year you graduated? Memories from old teachers? Popular music from the day? Get nostalgic.
- Will you have a guest speaker?
- Consider souvenirs

6 months before reunion:

- Begin to publicize reunion via blog, website, social media and newsletter. You may want to place an ad in the local newspaper to help find missing friends and advertise reunion.
- Contact Cheryl Morales, Newport News Tourism (moralesca@nnva.gov) to help with reserving a block of hotel rooms and getting visitor guides for out of town guests
- Pay required deposits

4 months before reunion:

- Mail formal invitations- you may want to consider asking guests to note if there any special dietary restrictions with RSVP
- Begin organizing a registration procedure
- Order souvenirs if using
- Remind guests to send photos to be included on website and slide show

3 months prior to reunion:

- Stay current with RSVP's. Will you need to adjust the number of hotel rooms blocked? Will you need to arrange for transportation for out-of-towners?
- Research deceased classmates and coordinate a tribute

2 months before reunion:

- Create name tags
- Decorations- use some of the memorabilia you've collected to "turn back time"
- Purchase additional decorations from online or party store
- Create a photo slide show from photos submitted on social media
- Finalize agenda

2 weeks before reunion:

- Finalize attendance with caterer and advise of special dietary needs
- Confirm photographer
- Organize grocery list if necessary

3 days before reunion:

- Shop for groceries if necessary
- Arrange for required transportation for attendees

The day before the reunion:

- Set up registration table with name tags, displays and decorations if possible.
- Review final details with committee members

REUNION DAY: YOU DID IT! Celebrate with old friends and ENJOY!