

Class Reunion Checklist

This class reunion checklist will help you stay on track when you are planning a class reunion. These are simply suggestions to help you get started – no need to follow the suggested timeline, implement all the suggestions, or limit yourself to those suggestions alone.

12 Months before Class Reunion

* Form a class reunion committee; elect a reunion chair, and treasurer
* Request a list of class members and contact information via email to [alumni@elkhornfoundation.org](mailto:alumni@elkhornfoundation.org)
* Form subcommittees for venue, invitations/contacts, entertainment, decorations and food
* Create schedule for the planning committee meetings
* Create a preliminary budget
* Put together a preliminary list of caterers, restaurants, and activities for the class reunion. For a list of suggested vendors, visit our alumni reunion planning resources. Recommendations can be found for venues, caterers, photographers, entertainment/activities and hotels.
* Pick a date for the reunion. Be sure to check out major events in the Omaha area for potential conflicts or even draws for out of town classmates. Some events to watch are College World Series and Berkshire Annual Shareholders meeting.
* Decide on an event venue
* Create a [Facebook Group](http://www.facebookgroups.com) for your class. Include your high school name and graduation year, like “Elkhorn South Class of 2015”. View [Facebook Help for Groups](https://www.facebook.com/help/162866443847527/) for more instructions. Invite classmates to join the group, and ask existing classmate friends to invite their friends from your class to join the group – and ask them to spread the word.

9 Months Ahead

* Take a survey of your class reunion members for ideas, things to do, and activities, using Facebook Survey feature, SurveyMonkey.com or another free survey tool
* Check the missing classmates list, and ask your invitees to spread the word to people who have not registered on the Elkhorn Alumni page.
* Decide on a photographer, entertainment and other services
* Develop and finalize an agenda for the reunion
* Finalize a caterer and menu
* Send "Save the Date" emails and/or postcards
* Develop a class reunion website – there are a number of free website builders, like [Class Quest](http://www.classquest.com/), [My Event](https://reunions.myevent.com/), [Class Creator](https://www.classcreator.com/) and [EventBrite](https://www.eventbrite.com/).
* Develop registration process/database. You could do this via the class reunion website above, or send an invite via Facebook Group.
* Check with Elkhorn Public Schools Foundation Alumni Program to gather any new addresses. Send an email to [alumni@elkhornfoundation.org](mailto:alumni@elkhornfoundation.org) to request.
* Solicit registrations with deadlines and deposits
* Reserve a block of hotel rooms for out of town classmates. For suggestion on hotels, see [Link].

6 Months Ahead

* Publicize class reunion via blog, website, Facebook, email and/or newsletter
* Reserve any restaurants, venues, parks, or other locations for the reunion activities
* Pay all required deposits
* Finalize any speakers or entertainment
* Print and mail formal invitations (ask about food allergies or special dietary restrictions)
* Begin collecting any class reunion memorabilia

3 Months Ahead

* Arrange for event staffing for your class reunion
* Reserve tickets for any group events based on RSVPs and deposits
* Check on hotel room block pickup and adjust as needed
* Research and develop deceased classmates tribute

2 Months Ahead

* Create name tags
* Decide on decorations
* Set up nostalgia table
* Create nostalgia slide show or video
* Reserve photographer/videographer
* Finalize agenda with a set schedule and create a program

2 Weeks Ahead

* Create a welcome packet with information for attendees. Including program
* Complete purchase and/or creation of decorations per plan
* Finalize your headcount with your vendors
* Confirm with photographer and/or videographer

1 Day Ahead

* Setup and decorate venue

At the Reunion

* Check in attendees. Note absentees to determine if refunds will be distributed later.
* Collect contact information on attendees. Solicit contact information for non-attendees from those in attendance to update the class list
* Collect any outstanding fees
* Solicit volunteers to run the next reunion if you want to pass the torch
* Have fun!

After the Reunion

* Upload all pictures to your Facebook group page and/or website
* Send link to a poll to see what worked and what did not
* Send updated contact list to alumni@elkhornfoundation.org
* Send photos/video to Elkhorn Public Schools foundation @ [alumni@elkhornfoundation.org](mailto:alumni@elkhornfoundation.org). Include the name of the class, year, reunion details and we will feature you in the Alumni newsletter.
* If someone volunteered to plan the next reunion, add them as an Admin to the Facebook group
* Send any suggestions for reunion support improvements to alumni@elkhornfoundation.org