

# *ReUnion Checklist*

## 12 Months in Advance

- A. Compile list of graduates of your class or family members and contact information for each
- B. Create a budget
- C. Begin to research potential hotels, restaurants and attractions

## 9 Months in Advance

- A. Send "Save the Date" postcards or e-mails
- B. Request deposits if necessary
- C. Reserve a block of hotel rooms

## 6 Months in Advance

- A. Reserve restaurant, ballroom, parks and/or other attractions
- B. Reserve any group transportation
- C. Request catering menus
- D. Draft itinerary and schedule
- E. Create reunion website

## 4 Months in Advance

- A. Send formal invitation – Be sure to ask about food allergies or preferences such as double/queen beds
- B. Begin collecting memorabilia to display

## 3 Months in Advance

- A. Finalize menus with restaurants/caterers
- B. Reserve group tickets based on RSVPs
- C. Check on hotel block reservations and adjust accordingly

## 2 Months in Advance

- A. Reserve photographer/videographer to document event
- B. Finalize schedule with activities and meals
- C. Recruit volunteers for greeters and to assist with activities as leaders

## 2 Weeks in Advance

- A. Create a Welcome Folder with pamphlets, maps and your schedule. The Union County Convention and Visitors Bureau will provide Welcome bags with Visitors Guides, maps and other information on the county at no charge with advance notice.
- B. Prepare a grocery list of snacks, decorations, and materials needed
- C. Reconfirm photographer
- D. Reconfirm meal counts and attraction counts

## 3 Days in Advance

- A. Shop for materials needed
- B. Arrange for any transportation needs

## At the ReUnion

- A. Make sure to document your event
- B. Collect current information on everyone attending
- C. Make it a tradition. Set the date for next years event and gather people willing to help organize

## After the ReUnion

- A. Send Thank you notes and photos
- B. Post all pictures to your ReUnion website
- C. Survey ReUnion attendees on what they liked and would change for next year's ReUnion