

## **Class/Military Reunions**

When planning a class/military reunion, it's critical to map out a good timeline to make sure all the details are managed and oversights are minimized. Below is our timeline for success. Modify it as needed to fit your specific reunion needs.

### **Twenty-four months before**

- Form a committee
- Recruit and appoint subcommittee members
- Survey classmates for ideas and venue preferences
- Determine event format (picnic, dinner and dancing, informal, formal, single day event, multi-day event)
- Brainstorm additional activities (school tours, etc)
- Set date(s)
- Scout reunion facilities and hotels
- Develop budget- appoint treasury person/committee to keep constant status
- Develop mailing list

### **Eighteen months before**

- Select and reserve reunion facility and hotels
- Arrange for and hire entertainment, caterer, photographer, etc.

### **Twelve months before**

- Determine cost per ticket
- Send initial mailer announcing date and location of reunion
- Publicize reunion information (public web sites, newspapers)
- Arrange for additional leisure activities (sightseeing tours, etc.)
- Pay deposits

### **Six months before**

- Mail reunion registration materials
- Confirm all reservations, caterer, entertainment, etc.
- Select menu (be sure to include a vegetarian dish)
- Meet with hotel and reunion venue staff

### **Four months before**

- Make payment arrangements with all suppliers for group functions (photographer, DJ, etc.)
- Gather/Purchase any novelties/prizes to be given away at the event
- Create Nostalgia board to be posted in entryway of event

### **One month before**

- Finalize any last minute details
- Pick up any printed materials ordered (name tags, memory books etc.)
- Create 'final' head count
- Send out event reminders