

Class Reunion Checklist

By GroupTravel.org

This class reunion checklist will help you stay on track when you are planning a class reunion. For more free class reunion resources, visit the [class reunion planning](#) section of our website.

12 Months before Class Reunion

- ❖ Form a class reunion committee; elect a reunion chair, and treasurer
- ❖ Organize a list of class reunion members and contact information for each
- ❖ Solicit volunteers to work on subcommittees
- ❖ Schedule reunion committee meetings with agenda for each
- ❖ Create a preliminary budget
- ❖ Begin rough itinerary and schedule
- ❖ Decide on an event venue.
- ❖ Put together a preliminary list of caterers, restaurants, and activities for the class reunion
- ❖ Get group travel rates from GroupTravel.org and decide on a hotel
- ❖ Hire a professional planner, if you want one.

9 Months Ahead

- ❖ Take a survey of your class reunion members for ideas, things to do, and activities
- ❖ Check the missing classmates list, and ask your invitees to spread the word to people who have not registered.
- ❖ Decide on a photographer, entertainment and other services (Live band? Elvis Show?)
- ❖ Develop and finalize an agenda for the reunion
- ❖ Finalize a caterer and menu
- ❖ Send "Save the Date" postcards or e-mails
- ❖ Develop class reunion website

6 Months Ahead

- ❖ Begin to publicize class reunion via blog, website, and newsletter
- ❖ Reserve any restaurants, banquet venues, parks, or other locations
- ❖ Request rates and finalize any group transportation (tour bus)
- ❖ Pay all required deposits
- ❖ Finalize any speakers
- ❖ 4 Months Ahead
- ❖ Print and mail formal invitations (ask about food allergies or special dietary restrictions)
- ❖ Begin collecting any class reunion memorabilia
- ❖ Begin developing registration process

3 Months Ahead

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

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2 Months Ahead

- ❖ Start producing any souvenirs—videos, CDs, books
- ❖ Create name tags
- ❖ Decide on decorations
- ❖ Set up nostalgia table
- ❖ Create old photo slide show
- ❖ Reserve photographer/videographer
- ❖ Finalize agenda with a set schedule

2 Weeks Ahead

- ❖ Create a welcome packet with are information for attendees
- ❖ Organize a grocery list for snacks. Purchase any decorations from a party store or online.
- ❖ Finalize your headcount for your vendors. Let your caterer know about any special meal requests.
- ❖ Confirm with photographer

3 Days Ahead

- ❖ Shop for groceries.
- ❖ Arrange for required transportation for class reunion attendees

At the Reunion

- ❖ Collect contact information on attendees
- ❖ You probably already know this, but make sure to forget about this checklist and have some fun. You've earned it if you've gotten this far.

After the Reunion

- ❖ Send thank you notes to all attendees and vendors
- ❖ Upload all pictures to your website
- ❖ Include a poll to see what worked and what did not

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