18-12 Months before Reunion

1. Create a Reunion Event web site on Reunion Manager.

2. Create a Reunion Facebook Page for your group and start inviting alumni to join it.

3. Visit or call the school: inform them of Reunion; obtain class list if available, see if they have any class year books hanging around that they could send to you if needed.

4. Ask the School and Town to post on their web sites a link to your Reunion Manager Website, by using the Unique Website address we provide.

5. Prepare a preliminary budget, figure that between 25-40% of classmates will attend a Reunion - 50% of those that attend will bring a guest.

6. Open a bank account - if possible use a Nationwide Bank.

7. Open a Reunion PayPal account - Attach your Reunion Bank Account to your PayPal account so you can transfer the funds.

8. Consider getting a PayPal Debit Card also to use for paying Reunion expenses directly out of the Reunion PayPal account itself.

9. Choose the Date for your Reunion - keep in mind travel times and it is best to hold your Reunion on a Friday or Saturday night.

10. Contact the local Newspapers and ask them to print your Reunion information - include your Unique Reunion Manager link for people to register online - and in all communications you send out.

11. Since you can use the Reunion Manager to email all Alumni at once - as people start to register, send an email out once or twice a month asking people to contact other Alumni who have not registered yet - make sure you include the link to register so they can forward it to other alumni.

12. Post a "Missing" Alumni page on your Reunion website or Reunion Facebook page as a note (and update as you go).

13. Use the Reunion Evite option to send out Save the Date emails to your existing email contacts you might have on an excel spreadsheet.
12 - 8 Months before Reunion

1. Finalize the date of event, if possible.

2. If you can scan your Class Yearbook do it now - as people register, upload their Photo to their Alumni account so pictures will print on their name tags you can print from your Reunion Manager website.

3. Complete Booking of Venue & get necessary permits if needed

4. Book a caterer, or start planning your menu.

5. Finalize ticket pricing - Average Reunion Ticket prices are between $50-$75 per person.

6. Send broadcast e-mails promoting the Reunion to local papers - community web sites, Facebook etc...(Ongoing until event)

7. Invite the non-paying guests if any (teachers, coaches, etc.)

8. Start early-bird ticket sales and incentive programs.


10. Order your Complimentary Professional Photographer through your Reunion Manager account control panel under the Events Tab.

8 - 4 Months before Reunion

1. Arrange supplies for nametags.

2. Schedule volunteers to work the registration desk.

3. Broadcast e-mail reminders for those not registered yet – you should encourage those that can’t attend to register as well – will help you the next time you have a Reunion .

4. If you plan on having a program booklet, start printing and assembling now.

5. Contact School and see if you can get a School Banner for the Reunion.
**Reunion Manager**

Reunions Made Easy

4 - 2 Months

1. Compile registration kits if any - Reunion T-Shirts are always a big hit.

2. Prepare all office supplies and signs needed for registration desk.

3. Schedule your Complimentary Reunion Photographer now

4. Confirm with all vendors, suppliers, donors, etc.

5. Confirm volunteers for the registration desk

6. If Reunion location has Internet access make arrangements to bring a laptop or IPad to use the Reunion Manager's on-site registration feature.

7. Send Email out to all registered guests reminding them of the Reunion.

8. Plan your table centerpieces if needed and purchase them or the supplies needed.

9. Provide DJ or Band with a preferred play list of songs and a schedule of events as close as possible highlighting breaks, speeches, award times etc.…

**Week of Reunion**

1. Prepare name tags (you can print these from within the Reunion Manager) finish 2 days before, to speed up check-in we recommend you place the Name Tags on tables behind the registration desk and once Alumni have checked-in ask them to pick up their name tags behind you.

2. Make sure to have extra Name tags at the Reunion in case any last minute non registered Alumni show up.

3. Confirm volunteers for the last time and ask them to show up about 90 minutes before the start of your Reunion.

4. Finalize Playlist & Event Schedule with DJ or Band – tell them what time they should arrive and what time they need to complete set up. Nothing worse than having set up occurring when people are arriving, ensure set up will be completed by the start of the Reunion itself.
The day of your Reunion

Plan on being at the venue 3-5 hours ahead of time depending on the set up required and the size of your Reunion.

1. Pick up or ensure delivery of registration kits, giveaways, mementos, etc.
2. Instruct volunteers what they need to do and how to do it.
3. Ensure required audio-visual equipment if any is set-up and Internet connection works (if available).
4. Decorate room, tables, displays
5. Set up registration area.
6. Review check-in procedure with registration volunteers one last time.

The Reunion

1. Ask people when and where they would like to hold the next Reunion.
2. Ask People to keep their Reunion Manager Alumni Accounts up to date so they can be informed the next time a Reunion is planned
3. Most Importantly – Enjoy it - You’ve earned it!

Poor scheduling is the main reason Reunion planners sometimes do not enjoy their Reunion. They end up running around trying to make sure things are just right. Follow this Reunion Planning guide and it will eliminate problems many reunions encounter.

A well-planned Reunion is a Successful Reunion

If you have any questions please feel free to call us at 800-768-6024.