Overview of Reunion Committee Planning Calendar

- September – Reunion Workshop Session #1: Class Gift
- October – Giving Day and Reunion Workshop Session #2: Communications
- November – Reunion Workshop Session #3: Programming
- December – Alumni College and Alumni Recital nominations due
- January – Your Reunion year is here; finalize class program offerings
- February – Develop faculty invite plan
- March – Ramp up communications: registration opens next month!
- April – Registration opens
- May – Continued registration promotions; finalize plans for the BEST REUNION EVER
- June – REUNION!

Tasks to be assigned for Reunion 2025

Programming

- Dinner Program
  - Emcee(s) _____
  - Additional speakers _____
  - Invocation _____
  - Slideshow _____
  - Activities/games _____
  - Faculty invites _____

- Class Specific Programming _____
  _____

- Class Gift Presenter(s) _____

Hospitality

- Social Headquarters
  - Decorating _____
  - Staffing _____
  - Beverage/Snacks _____
  - Programming _____
  - Clean Up (required) _____
  - Promotions _____

Communications

- ➢ Committee Secretary　　　　_____
  Take and distribute minutes for conference calls, etc.

- ➢ Facebook　　　　　　　　　_____
  Create group, invite classmates

- ➢ Social media posts (1 per month minimum)　_____
  Goal: 1 post per month, minimum

- ➢ Print
  - o Volunteer Letter #1, due 12.16.24　_____
  - o Legacy Circle postcard, due 1.15.25 _____

- ➢ Email
  - o Email #1, due 9.11.24_____
  - o Email #2, due 10.14.24_____
  - o Email #3, due 11.28.24 _____
  - o Email #4, due 3.19.25_____
  - o Email #5, due 4.21.25 _____
  - o Email #6, due 5.7.25 _____
  - o Email #7, due 6.12.25_____

Class Gift (XXX Solicitable Alumni) & Attendance Outreach (XXX Alumni)

- ➢ Cmte. Member Name: _____# of Classmates Selected: ___
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Additional Needs
Committee members OR help us identify classmates

- ➢ Alumni College Presenters　　_____
  Suggestions for classmate/current or former faculty Alumni College presenters

- ➢ Alumni Recital Performers　　_____
  Suggestions for Alumni Recital performers