

REUNION PLANNING

WORK DETAILS

TASK	WHO	TARGET DATE	DONE?
BUILDING Contract Security Cleanup Arrangement Sound System			
FOOD SATURDAY LUNCH Agreement?			
FOOD FRIDAY NIGHT SATURDAY NIGHT SUNDAY MORNING			
INCIDENTAL FOOD SATURDAY AM Coffee, sugar, milk Water Juice Napkins Donuts? (Quantity)			
INCIDENTAL FOOD SATURDAY AFTRN Coffee Water Other?			
INCIDENTAL FOOD SATURDAY DANCE Soda?			

TASK	WHO	TARGET DATE	DONE?
REGISTRATION Chairman Website Updates Online Regs accepted? Kits to class reps Check on mail out / reps Report back			
TABLE DECORATIONS Class year signs			
BANNERS Ladders Rope Hangers from Chamber for inside			
PROGRAM Select MC Assign program parts Reunion Program Handout content Planned? Printed, folded?			
NAMETAGS By Reps or Registrar?			
INVITATIONS: Teachers Scholarship Recipients and their parents High School Principal and spouse			
LIVE/SILENT AUCTION Setup – Close time? Auctioneer Announce winners			

TASK	WHO	TARGET DATE	DONE?
TABLES Registration Table Silent Auction tables Alum Assoc Table 50/50 Raffle Table Class tables/seating Food Service tables Stage/Podium			
DANCE Band or DJ? Contract if w/band			
SPECIAL AWARDS (if planned) Milestone Classes Traveled farthest, Most reunions, etc.....			
PUBLICITY Article in Chron & DV Article in online news Email flyers to classes (1941 – 5 yrs beyond current year) Facebook postings			
DOOR PRIZES (if planned) Acquire Plan how to award			
MENTOS (if planned)			