

# 7 Reunion Tips

## 1. Get Help

Your class should form a committee to work on the reunion, otherwise it could overwhelm one or two people or become an unorganized mess of communication between a bunch of people. Elect a committee chairman and members and have them be the leadership to organize and put on the reunion event.

Start planning your reunion as far in advance as possible! Classmates will start searching up to a year before the reunion. Use the Internet to find locations, vendors and to search for missing classmates. It takes time (at least a year) to plan, find people and to have an enjoyable and successful reunion.

## 2. Establish a budget

Keep in mind that the reunion will cost money, so you'll need to figure out what everyone is willing to pay for the event. Some may make early donations to defray costs. Start off by creating a spreadsheet to estimate your expenses. The committee should open up a bank account where money raised for the event can be used and tracked by the reunion organizers. Have at least two-three check signers for expenses.

## 3. Location, Location, Location

Where do you want to hold the reunion? One popular choice is the high school itself, but sometimes it may only be available for an activity or to visit and not the best venue for a class reunion. Also keep in mind that adult beverages may not be allowed on school grounds. Therefore, you may want to look at other places, and definitely check out plenty of options so you can find the most cost-effective way to hold the reunion.

## 4. What kind of event?

This is something that is commonly overlooked and can sometimes lead to not only confusion among committee members, but ultimately a less-than-enjoyable reunion. Will it be a formal reunion? Relaxed? Are people's kids invited? Will there be dancing? How long will the event last? Are people coming into town and should the reunion last a couple days? Will it be at a hotel, a restaurant, someone's home, or another venue? These are things the committee must decide and make very apparent in the invitations.

Also, if there is going to be music, decide whether you want recorded music a DJ or a live band and keep in mind what experience each choice brings to the atmosphere of the reunion. Different age groups will have different goals. Keep in mind, loud music does not make it easy to talk and catch up.

## 5. Find classmates

Use Google or Bing and ask friends to look through their e-mail and address books to find former classmates to invite to the reunion. Don't expect people to just come out of the woodwork, because if they don't know about it, how are they suppose to come? Make sure everyone on the committee works hard to track down classmates.

## 6. The early bird gets the worm

You should have a date set 12 months in advance, and you should publicize the event as early as possible so people can make travel plans and clear their schedule for it. The closer it gets to the reunion date, the harder it is for people to change their schedule.

## 7. Biographies

The website profile page never expires so ask people to keep their profiles up to date and add photos.