

Quick Reunion Planning Reference Guide

12-18 months in advance:

- Create a Reunion website if you don't already have one and also a Facebook page to link to.
- Here is how you can get a full-featured class membership website using all 60-features, the same ones the SPHS Alumni Association uses. Best of all, your classmates do not pay to join your website. This is the best organizing tool available so you can manage classmates, donations, reunion funds, email the whole class at once and stay connected for all of your future reunions that you plan.
- Use this link: <http://www.classcreator.com/index.cfm?M=M772757> for your class website, watch the video, try it out and get a free e-book, "**How to Plan a Blockbuster Class Reunion**".
- Choose the Date for your Reunion - keep in mind travel times and that it is best to hold your Reunion on a Thursday, Fridays or Saturday nights.
- Contact the High School: <https://www.sphstigers.org/> and/or <https://tigernewspaper.com/>, also try asking the City to post on their websites a link to your Reunion Website or Facebook page.
- Contact the local Newspapers and ask them to print your reunion information - include the Reunion Website link for people to register online.
- Prepare a preliminary budget, estimate between 25-35% of your classmates will attend, 50-60% of those that attend will bring a guest. (SEE IMPORTANT: spreadsheet suggestions at bottom of page 2)
- Open bank account - if possible use a Nationwide Bank. Always have 2-3 people as signatories.
- Open a Reunion PayPal account - Attach the bank account to it so you can transfer the funds.
- Consider getting a PayPal Debit Card to use for paying Reunion expenses directly out of the Reunion Pay Pal account itself.
- Since you can use the Reunion Website to Email all Classmates at once - as people start to register send an email out once or twice a month asking people to contact old classmates who have not registered yet - make sure you include the link to register so they can forward it.
- Post the Missing Classmates page on website (and update as you go)

8-12 months in advance:

- Finalize date of event (if possible)
- If you can scan your **Class Yearbook** do it now, as people register upload their Class Photo
- **Book** location or get necessary permits if needed
- Make arrangements with local Hotels for special Room Pricing for your group.
- Book caterer, or start planning menu
- Finalize ticket pricing - Average Reunion Ticket prices are between \$50-\$75 per person.
- Send broadcast e-mails hyping the reunion to local papers - community websites, facebook etc...(ongoing until event)
- Invite the non-paying guests (teachers, coaches, etc.)
- Start early-bird ticket sales and incentive programs
- Book entertainment
- If you are hiring a photographer or videographer, get quotes

4 - 8 Months in advance:

- Arrange supplies for name tags
- Get volunteers to work the registration desk (if possible)
- If you plan to have paper tickets, (not recommended) send them
- Broadcast e-mail reminders
- Cut-off for final ticket sales (if your venue needs notice for extras)
- If you plan to have a program booklet, assemble it now

The Final Weeks:

- Print guest lists for registration table
- Give final meal count to caterer
- Prepare name tags
- Compile registration kits if any
- Prepare all office supplies and signs needed for registration desk
- Confirm with all vendors, suppliers, donors, etc.
- Send Email out to all registered guests reminding them of the **Reunion**

Reunion Day:

- Decorate room, tables, displays
- Set up registration area
- Ensure required audiovisual equipment is set-up
- Review check-in procedure with registration workers
- Pick up or ensure delivery of registration kits, giveaways, mementos...

The Reunion:

- Ask people when & where they would like to hold the next Reunion
- Ask People to keep their **website contact page** up to date so they can be informed the next time a reunion is planned
- Most Importantly – Enjoy it

IMPORTANT: When you start to plan, create an Excel, Google or Numbers Spreadsheet:

NOTE: Google Sheets provides a free and easy way to collaborate online in real-time with your committee members using one common spreadsheet.

- Total Estimated Cost for Event
- Total Tickets that need to be sold to cover event cost
- Total Tickets Sold to Date
- Total Amount received to date
- Total Registrations to Date
- # of Tickets still needed to be sold to cover your Event Cost
- # of PayPal or Credit Card Tickets Sold
- # of Mail-in or onsite Payments Expected