

South Pasadena High School

Class of _____ | _____ -Year Class Reunion

Quick Reunion Planning Reference Guide

This timeline highlights the key milestones for planning a successful class reunion, from the earliest planning stages through the big day. Use it alongside the *Reunion Planning Committee Guide* to assign each task to the right committee, and adjust the timing as needed to fit your class's plans.

12–18 Months in Advance

- Set up a reunion website (if your class doesn't already have one) and a Facebook page or group linked to it. A dedicated website is the best tool for managing classmate contact information, donations, reunion funds, registration, and communication — not just for this reunion, but for future ones as well.

Tip:

The SPHS Alumni Association uses ClassCreator for its class websites, and your classmates can join for free. Visit classcreator.com to watch a demo, try it out, and download the free e-book “How to Plan a Blockbuster Class Reunion.”

- Choose your reunion date. Keep classmates' travel time in mind, and note that Thursday, Friday, or Saturday evenings tend to work best.
- Contact South Pasadena High School (sphstigers.org), Tiger Newspaper (tigernewspaper.com), and the local online newspaper, The Southpasadenan (southpasadenan.com), and ask them to publish your reunion information, including a link to your reunion website so people can register online.
- Prepare a preliminary budget. As a general guideline, expect 25–35% of your classmates to attend, and 50–60% of those attendees to bring a guest. (See the budget tracking checklist at the end of this guide.)
- Set up how your committee will collect and manage reunion funds — typically a dedicated reunion bank account with two or three signers, plus an online payment option such as PayPal, Venmo, Zelle, or Cheddar Up. See *Class Reunion Funds & Ticket Sales (Best Practices)* for details.
- Once registration opens, send an email to the full class once or twice a month asking everyone to help track down classmates who haven't registered yet — and always include the registration link so it's easy to forward.
- Post a “Missing Classmates” page on your website and keep it updated as classmates are found.

8–12 Months in Advance

- Finalize the event date, if it isn't locked in already.
- Scan your class yearbook, if possible, so classmates can browse it online; encourage classmates to upload a class photo when they register.
- Book your venue, or secure any permits required for your location.
- Arrange a group rate with local hotels for out-of-town classmates.
- Book a caterer, or begin planning the menu.
- Finalize ticket pricing based on your venue, catering, and other event costs — see *Class Reunion Funds & Ticket Sales (Best Practices)* for guidance on payment options and pricing considerations.
- Begin sending broadcast emails to build excitement, and share updates with local papers, community websites, and social media. Continue this through the event.
- Invite non-paying guests, such as favorite teachers and coaches.
- Start early-bird ticket sales and any incentive programs.
- Book entertainment (DJ, band, etc.).
- If hiring a photographer or videographer, request quotes and book early.

4–8 Months in Advance

- Order or arrange supplies for name tags.
- Recruit volunteers to staff the registration desk.
- If using paper tickets (generally not recommended), have them printed and sent out.
- Continue sending broadcast email reminders.
- Set a cutoff date for ticket sales, especially if your venue needs advance notice for final headcounts.
- If you're putting together a program booklet, begin assembling it now.

The Final Weeks

- Print guest lists for the registration table.
- Give the caterer your final meal count.
- Prepare name tags and assemble registration kits, if applicable.
- Gather office supplies and signage needed for the registration desk.
- Confirm final details with all vendors, suppliers, and donors.
- Send a reminder email to all registered guests about the reunion.

Reunion Day

- Decorate the room, tables, and any display areas.
- Set up the registration area.
- Test all audiovisual equipment in advance.
- Review check-in procedures with registration volunteers.
- Confirm delivery or pick-up of registration kits, giveaways, and mementos.

At the Reunion

- Ask attendees when and where they'd like to hold the next reunion.
- Encourage classmates to keep their contact information up to date on the reunion website so they can be reached when the next reunion is being planned.
- Most importantly — enjoy the celebration you worked so hard to plan!

Budget Tracking Spreadsheet

As soon as planning begins, create a shared spreadsheet (Excel, Numbers, or Google Sheets) to track your finances. Google Sheets is a free option that lets your whole committee collaborate in real time on one shared document. At a minimum, track:

- Total estimated cost for the event
- Total tickets that need to be sold to cover the event cost
- Total tickets sold to date
- Total amount received to date
- Total registrations to date
- Number of tickets still needed to be sold to cover the event cost
- Number of tickets sold via PayPal or credit card
- Number of mail-in or onsite payments expected

For a full breakdown of who's responsible for each part of the reunion, see the Reunion Planning Committee Guide.