

South Pasadena High School

Class of _____ | _____-Year Class Reunion

Reunion Planning Committee Guide

This guide outlines the leadership roles and committees needed to plan a successful class reunion. Use it to assign volunteers, track who is responsible for each area, and keep everyone organized as planning gets underway. Names can be written directly on the lines provided, or this guide can be used as a sign-up sheet at planning meetings.

Leadership & Core Roles

Chairperson

Oversees the entire reunion planning process, leads committee meetings, delegates tasks across all committees, and serves as the primary point of contact and decision-maker for the event.

Assigned to: _____

Advisor / Website

Provides guidance based on past reunion experience, and manages the reunion website or online presence (event details, registration links, photos, and updates).

Assigned to: _____

Secretary

Takes notes during meetings, tracks action items and deadlines, manages communication and correspondence, and keeps records organized for the committee.

Assigned to: _____

Treasurer(s) / Budget Tracking

Manages the reunion budget, tracks income (ticket sales, sponsorships, donations) and expenses, and provides regular financial updates to the Chairperson and Core Committee.

Assigned to: _____

Core Committee Sub-Groups

The Core Committee oversees the working groups below. Each sub-committee can be led by one or more volunteers and may recruit additional helpers as needed.

Prizes / Donation Committee

Reaches out to local businesses, alumni, and organizations to secure raffle prizes, gift cards, and donated items for the event.

Assigned to: _____

Group Name Tags & Banner

Designs and prepares name tags for attendees (including yearbook photos if possible) and creates a welcome banner or signage for the venue.

Assigned to: _____

Venue Committee

Researches, visits, and books the event location; coordinates with venue staff on logistics, timing, parking, and any rental requirements.

Assigned to: _____

Entertainment Committee

Arranges music, a DJ or band, photo booths, slideshows, games, or other activities to keep guests engaged throughout the event.

Assigned to: _____

Decoration Committee

Plans and sources decorations, centerpieces, table settings, and any theme-related décor; coordinates setup of decorations on event day.

Assigned to: _____

Set Up & Clean-Up Committee

Arrives early to arrange tables, chairs, and equipment before the event, and stays after to break down and clean the venue.

Assigned to: _____

Connection / Welcoming Committee & Check-In Table

Greets guests as they arrive, manages the check-in/registration table, distributes name tags, and helps reconnect classmates with one another.

Assigned to: _____

Missing Tiger Search Committee

Tracks down classmates who haven't been reached yet — using social media, mutual friends, and other contacts — to make sure no one is left out of reunion communications.

Assigned to: _____

Picnic Committee

Plans and coordinates a casual picnic or daytime gathering as part of the reunion weekend, including food, location, and activities.

Assigned to: _____

Additional Volunteer Roles

Photographers

Takes photos throughout the event for memories, the reunion website, and social media sharing afterward.

Assigned to: _____

Willing to Help / Unassigned

Volunteers who are happy to pitch in wherever needed but haven't yet been placed on a specific committee — great for filling gaps as the event approaches.

Assigned to: _____