GENERAL REUNION PLANNING TIMELINE

| Work On [This month] |  | Item | Responsible | Due to AlumNae Assoc. on: |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **24 months prior to Reunion** | | | | |
| Spring/  Summer |  | Organize a conference call with class board to begin discussion of reunion goals and objectives | Reunion Chair(s);  Class President |  |
|  | | | | |
| **18 months prior to Reunion** | | | | |
| Summer/Fall |  | Continue reunion planning discussions with class board and volunteers | Reunion Chair(s);  Class President |  |
| November |  | Have a second conference call with your class board to discuss your reunion | Reunion Chair(s) |  |
| January |  | Create a plan/timeline for your reunion; begin seeking additional volunteers | Reunion Chair(s)  Nominating |  |
| January |  | Class Presidents & Reunion Chairs attend conference call on Reunion Planning | Classes & Reunion Committee |  |
| **January/February** |  | **Inform Classmates about Nominations for Medal of Honor, Loyalty Award, Young Alumna Volunteer Leadership Award, Achievement Awards, and Elizabeth Topham Kennan Award, Mary Lyon Award** | **Anyone** | **July 1** |
|  | | | | |
| **One year prior to Reunion** | | | | |
| June/July |  | Hold a conference call with class board to continue your reunion planning | Reunion Chair(s) |  |
| **July** |  | **Nominations Due** | **Classes** | **July 1** |
| August |  | Hold a conference call to discuss reunion budget | Reunion Chair(s); Class President;  Treasurer |  |
| August |  | Kick off official reunion and committee cycle; build Reunion Committee |  |  |
| September |  | Attend Classes and Reunion Volunteer Training Workshop | Reunion Chair(s); Class President |  |
| September |  | Reunion save-the-date postcard sent to all alumnae in reunion classes | Alumnae Association |  |
| September |  | Draft fall letters and secure committee members | Reunion Chair(s); Class Presidents | **October 10** |
| Work On [This month] |  | Item | Responsible | Due to AlumNae Assoc. On: |
| **October** |  | **Reunion Committee Response Form Due** | **Reunion Chair(s)** | **October 1** |
| **October** |  | **Fall letter/Print Mailing Instructions Form Due** | **Reunion Chair(s)** | **October 10** |
| October |  | Nominating Committee begin working on Class officer nominations and election information | Nominating Committee |  |
| Beginning of October |  | Begin setting class charges and planning meals | Reunion Chair; Social Chair; President; Treasurer | **November 15** | |
| October |  | Begin setting class charges and planning meals | Social Chair | **December 1** | |
|  |  |  |  |  | |
| **November** |  | **Class Charges form Due** | **Reunion Chair** | **November 15** | |
| **November** |  | **Catering Services Order Form due** | **Social Chair** | **December 1** | |
| November / December |  | Plan Class Events and Activities | Reunion Chair(s) | **January 15** | |
| Mid-December |  | Prepare Class officer nominations and election information to get to Class Presidents | Nominating Committee | **January 10** | |
| Mid-December |  | Write winter reunion letter | Reunion Chair(s) | **January 15** | |
|  | | | | | |
| **Calendar Year of Reunion** | | | | | |
| **January** |  | **Proposed Slate of officers due if it is to be included in winter letter...cc. Reunion Chair & President** | **Nominating Committee** | **January 10** | |
| **January** |  | **Class Events and Activities Form due** | **Reunion Chair(s)** | **January 15** | |
| **January** |  | **Winter reunion letter and Print Mailing Instructions form due** | **Reunion Chair(s)** | **January 15** | |
| February |  | Determine text for parade signs |  | **March 1** | |
| **March** |  | **Parade Sign and Stake Form due** | **Reunion Chair(s)** | **March 1** | |
| March |  | Revise Class Histories for the Annual Meeting | Reunion Chair(s);  Class President | **April 1** | |
| March |  | Reunion Registration Opens | Alumnae Association |  | |
| **March** |  | **Archives and Special Collections requests due (to College Archives)** | **Reunion Committee** | **April 1**  **Submit to: Archives and Special Collections** | |
| April |  | Review reunion finances and class treasurer duty information; Check reunion registration reports. If numbers are low, reach out to classmates to encourage attendance. |  |  | |
| Work On [This month] |  | Item | Responsible | Due to AlumNae Assoc. On: |
| **April** |  | **Revised Class History Due** | **Class President** | **April 1** | |
| **April** |  | **Names of honoraries or special guests attending Saturday dinner due** | **Social Chair or Class President** | **April 15** | |
| **Mid-April** |  | **Reunion reservation deadline; late fee charged after the deadline** |  | **April 15** | |
| Late April |  | First reunion revenues check to class treasurer | Alumnae Association | **Mailing Deadline: April 30**  Submit to: Class Treasurer | |
| Early May |  | Final details and reminders | Alumnae Association |  | |
| May |  | Residence halls/class headquarters confirmed | Alumnae Association |  | |
| May |  | Reunion I weekend |  |  | |
| Following Weekend in May |  | Reunion II weekend |  |  | |
| Mid-June |  | Final accounting report sent to treasurer with final check or bill | Alumnae Association | Submit to: Treasurer;  Reunion Chair(s);  President | |
| June |  | Reunion evaluation sent to all attendees | Alumnae Association |  | |
| June |  | Fill out reunion planner evaluation | Reunion Chair(s);  Class President |  | |
| June |  | Write post-reunion letter | Outgoing Class President and Reunion Scribe |  | |
| **August** |  | **Complete and submit final reunion accounting** | **Outgoing Treasurer** | **August 31** | |