

## GENERAL REUNION PLANNING TIMELINE

WORK ON [THIS MONTH]:	<input checked="" type="checkbox"/> ITEM	RESPONSIBLE:	DUE TO ALUMNAE ASSOC. ON:
<b>24 months prior to Reunion</b>			
Spring/Summer	<input type="checkbox"/>	Organize a conference call with class board to begin discussion of reunion goals and objectives	Reunion Chair(s); Class President
<b>18 months prior to Reunion</b>			
Summer/Fall	<input type="checkbox"/>	Continue reunion planning discussions with class board and volunteers	Reunion Chair(s); Class President
November	<input type="checkbox"/>	Have a second conference call with your class board to discuss your reunion	Reunion Chair(s); Class President
January	<input type="checkbox"/>	Create a plan/timeline for your reunion; begin seeking additional volunteers	Reunion Chair(s) Nominating
January	<input type="checkbox"/>	Class Presidents & Reunion Chairs attend conference call on Reunion Planning	Classes & Reunion Committee
<b>One year prior to Reunion</b>			
June/July	<input type="checkbox"/>	Hold a conference call with class board to continue your reunion planning	Reunion Chair(s)
<b>July</b>	<input type="checkbox"/>	<b>Recommendations for Alum. Assoc. Awards</b>	<b>Classes</b> <b>July 1</b>
August	<input type="checkbox"/>	Hold a conference call to discuss reunion budget	Reunion Chair(s); Class President; Treasurer
August	<input type="checkbox"/>	Kick off official reunion and committee cycle; build Reunion Committee	
September	<input type="checkbox"/>	Attend the Volunteer Training Conference	Reunion Chair(s); Class Presidents
September	<input type="checkbox"/>	Reunion save-the-date postcard sent to all alumnae in reunion classes	Alumnae Association
September	<input type="checkbox"/>	Draft fall letters and secure committee members	Reunion Chair(s)                      October 10
<b>October</b>	<input type="checkbox"/>	<b>Reunion Committee Response Form Due</b>	<b>Reunion Chair(s)</b> <b>October 1</b>
<b>October</b>	<input type="checkbox"/>	<b>Fall letter/Print Mailing Instructions Form Due</b>	<b>Reunion Chair(s);</b> <b>October 10</b>
October	<input type="checkbox"/>	Nominating Committee begin working on Class officer nominations and election information	Nominating Committee
Beginning of October	<input type="checkbox"/>	Begin setting class charges and planning meals	Reunion Chair; Social Chair; President; Treasurer                      November 15
<b>November</b>	<input type="checkbox"/>	<b>Class Charges form due</b>	<b>Reunion Chair(s)</b> <b>November 15</b>
<b>November</b>	<input type="checkbox"/>	<b>Catering Services Order Form due</b>	<b>Social Chair</b> <b>December 1</b>
November / December	<input type="checkbox"/>	Plan Class Events and Activities	Reunion Chair(s)                      January 15
Mid-December	<input type="checkbox"/>	Prepare Class officer nominations and election information to get to Class Presidents	Nominating Committee                      January 10

Mid-December	<input type="checkbox"/>	Write winter reunion letter	Reunion Chair(s)	January 15
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### Calendar Year of Reunion

<b>January</b>	<input type="checkbox"/>	<b>Proposed Slate of officers due if it is to be included in winter letter...cc. Reunion Chair &amp; President</b>	<b>Nominating Committee</b>	<b>January 10</b>
<b>January</b>	<input type="checkbox"/>	<b>Winter reunion letter and Communication Request form due</b>	<b>Reunion Chair(s)</b>	<b>January 10</b>
<b>January</b>	<input type="checkbox"/>	<b>Class Events and Activities Form due</b>	<b>Reunion Chair(s)</b>	<b>January 15</b>
February	<input type="checkbox"/>	Determine text for parade signs		March 1
<b>March</b>	<input type="checkbox"/>	<b>Parade Sign and Stake Form due</b>	<b>Reunion Chair(s)</b>	<b>March 1</b>
March	<input type="checkbox"/>	Revise Class Histories for the Annual Meeting	Reunion Chair(s); Class President	April 1
March	<input type="checkbox"/>	Reunion Registration Opens	Alumnae Association	
<b>March</b>	<input type="checkbox"/>	<b>Archives and Special Collections requests due (to College Archives)</b>	<b>Reunion Committee</b>	<b>April 1 (Submit to: Archives and Special Collections)</b>
April	<input type="checkbox"/>	Review reunion finances and class treasurer duty information; Check reunion registration reports. If numbers are low, reach out to classmates to encourage attendance.		
<b>April</b>	<input type="checkbox"/>	<b>Revised Class History Due</b>	<b>Class President</b>	<b>April 1</b>
Mid-April	<input type="checkbox"/>	Reunion reservation deadline; late fee charged after the deadline		<b>April 15</b>
Late April	<input type="checkbox"/>	First reunion revenues check to class treasurer	Alumnae Association	Mailing Deadline: April 30 (Submit to: Class Treasurer)
Early May	<input type="checkbox"/>	Final details and reminders	Alumnae Association	
May	<input type="checkbox"/>	Residence halls/class headquarters confirmed	Alumnae Association	
May	<input type="checkbox"/>	Reunion I weekend		
Following Weekend in May	<input type="checkbox"/>	Reunion II weekend		
Mid-June	<input type="checkbox"/>	Final accounting report sent to treasurer with final check or bill	Alumnae Association	Submit to: Treasurer; Reunion Chair(s); President
June	<input type="checkbox"/>	Reunion evaluation sent to all attendees	Alumnae Association	
June	<input type="checkbox"/>	Fill out reunion planner evaluation	Reunion Chair(s); Class President	
June	<input type="checkbox"/>	Write post-reunion letter	Outgoing Class President and Reunion Scribe	
<b>August</b>	<input type="checkbox"/>	<b>Complete and submit final reunion accounting</b>	<b>Outgoing Treasurer</b>	<b>August 31</b>