

GENERAL REUNION PLANNING TIMELINE

| WORK ON [THIS MONTH]: | <input checked="" type="checkbox"/> ITEM | RESPONSIBLE: | DUE TO ALUMNAE ASSOC. ON: |
|-----------------------------------|---|--|------------------------------|
| 24 months prior to Reunion | | | |
| 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 | |
| 18 months prior to Reunion | | | |
| Fall | <input type="checkbox"/> Initial reunion planning discussions with class board and volunteers | Reunion Chair(s); Class President | |
| January | <input type="checkbox"/> Class Presidents & Reunion Chairs attend conference call on Reunion Planning | Classes & Reunion Committee | |
| February | <input type="checkbox"/> Inform classmates recommendations for Alumnae Association Awards due July 1 | Reunion Chair(s); Class President | |
| February | <input type="checkbox"/> Create a plan/timeline for your reunion; begin seeking additional volunteers | Reunion Chair(s) Nominating | |
| One year prior to Reunion | | | |
| Summer | <input type="checkbox"/> Hold a conference call with class board to continue your reunion planning | Reunion Chair(s) | |
| July | <input type="checkbox"/> Recommendations for Alum. Assoc. Awards | Classes | July 1 |
| August | <input type="checkbox"/> Hold a conference call to discuss reunion budget, how much in treasury and how much to be used for Reunion | 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 |
| October | <input type="checkbox"/> Reunion Committee Response Form Due | Reunion Chair(s) | October 1 |
| October | <input type="checkbox"/> Fall letter/Print Mailing Instructions Form Due | Reunion Chair(s); | October 10 |
| 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 | Reunion Chair; President; Treasurer | November 15 |
| October / November | <input type="checkbox"/> Plan Class Events and Activities | Reunion Chair(s) | December 15 |
| October / November | <input type="checkbox"/> Determine text for parade signs | | January 15 |
| November | <input type="checkbox"/> Class Charges form due | Reunion Chair(s) | November 15 |
| December | <input type="checkbox"/> Class Events and Activities Form due | Reunion Chair(s) | December 15 |

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|--------------|--------------------------|---|----------------------|------------|
| 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 |

Calendar Year of Reunion

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|--------------------------|--------------------------|--|---|---|
| January | <input type="checkbox"/> | Proposed Slate of officers due if it is to be included in winter letter...cc. Reunion Chair & President | Nominating Committee | January 10 |
| January | <input type="checkbox"/> | Winter reunion letter and Communication Request form due | Reunion Chair(s) | January 10 |
| January | <input type="checkbox"/> | Parade Sign and Stake Form due | Reunion Chair(s) | January 15 |
| January | <input type="checkbox"/> | Revise Class Histories for the Annual Meeting | Reunion Chair(s); Class President | March 15 |
| March | <input type="checkbox"/> | Reunion Registration Opens | Alumnae Association | |
| March | <input type="checkbox"/> | Revised Class History Due | Class President | March 15 |
| March | <input type="checkbox"/> | Archives and Special Collections requests due (to College Archives) | Reunion Committee | April 1 (Submit to: Archives and Special Collections) |
| 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. | | |
| Mid-April | <input type="checkbox"/> | Reunion reservation deadline; late fee charged after the deadline | | April 15 |
| 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 | |
| July | <input type="checkbox"/> | Complete and submit final reunion accounting | Outgoing Treasurer | July 31 |