

## REUNION 2020 PLANNING TIMELINE

DATE	TASK
<b>12 MONTHS PRIOR TO REUNION</b>	
May 2019	<b>Observe Reunion:</b> Reunion Chairs attend the Reunion of the class immediately preceding theirs to observe and get ideas.
Summer 2019	<b>Volunteers:</b> Appoint/recruit Reunion committee members Obtain post-Reunion report from the class you observed
September 2019	<b>Budget:</b> Start working on your Reunion budget using the Class Reunion Budget Worksheet <b>Class Program:</b> Use the Class Programming Worksheet to create your class schedule <b>Schedule:</b> Create a preliminary class schedule <b>Communications:</b> Post Reunion information on class website and social networks  <b>DEADLINE: Complete the Class Website &amp; Social Media Form by Sept. 15</b>  <i>Reunion Chairs begin to receive regular correspondence via email from the college. College sends save-the-date email and subsequent postcard to alumnae in Reunion classes.</i>
October 2019	<b>DEADLINE: Complete the Class Officers &amp; Reunion Committee List by Oct. 15</b>
October – November 2019	<b>Communications</b> Newsletter sent to class. Post Reunion information on class website and class social networks.
October – March 2020	<b>Volunteers:</b> Contact housemates to encourage them to attend Reunion (House Reps).
November 2019	<b>DEADLINE: Complete the Class theme, logo, attendance, and Class Registration Fee Worksheet by Nov. 15</b>
December 2019	<b>DEADLINE: Complete the Class Programming Worksheet and Space Request by Dec. 15</b>
January 2020	<b>Class programs:</b> Finalize class programs and activities, including headquarters set up/decorations. Post your class schedule on your website and share on social media  <i>The college makes space assignments for each Reunion class (housing, meals, programming).</i>
February 2020	<b>Online registration goes live in early February</b> <b>Class schedule:</b> Send copy of final class schedule to the OAR <b>Invitation:</b> Send class dinner invitation to observers <b>Souvenirs:</b> Order class souvenirs <b>DEADLINE: Complete the Parade Signs Form by Feb. 15</b>  <i>College sends Reunion registration mailing to alumnae in Reunion classes.</i>
March – April 2020	<b>Communications:</b> Newsletter sent to class.
April 2020	<i>College sends weekly registration counts to Reunion Chairs for planning purposes Class assistants contact the class they've been assigned to.</i>
Early May 2020	<i>College sends a last email to Reunion registrants.</i>
May 2020	Reunion!
Post-Reunion	<b>DEADLINE: Submit class slate at Reunion or by June 15</b> <b>Submit post-Reunion report by June 15</b> <b>Remind treasurer to submit Reunion financial report by July 15</b>