

REUNION 2020 PLANNING TIMELINE

DATE	TASK
After Election	Obtain post-Reunion reports and Reunion files from your predecessor
18 MONTHS PRIOR TO REUNION	
September 2018	Reunion Chairs Training: Attend training for Reunion Chairs. Save the date to observe Reunion 2019 Fall Newsletter or Email: Share excitement and takeaway from the training in a class newsletter. Include a save the date for Reunion Reunion planning process kick off: Organize a conference call with class officers to start reunion planning discussion Communications: Determine format and contents of Reunion communications, in consultation with class President, Smith Fund volunteers, Web Chair
Winter/Spring 2019	Theme: Brainstorm ideas for Reunion theme and logo Timeline: Create a reunion planning timeline Volunteers: Start recruiting reunion committee members Budget: Start budgeting for reunion, in collaboration with your class treasurer Communications: Refresh class website and social networks, and post Reunion dates
12 MONTHS PRIOR TO REUNION	
May 2019	Observe Reunion: Reunion Chairs attend the Reunion of the class immediately preceding theirs to observe and get ideas
Summer 2019	Volunteers: Appoint/recruit Reunion committee members Obtain post-Reunion report from the class you observe
September 2019	Budget: Start working on your Reunion budget using the Class Reunion Budget Worksheet Class Program: Use the Class Programming Worksheet to create your class schedule Schedule: Create a preliminary class schedule Communications: Post Reunion information on class website and social networks DEADLINE: Complete the Class Website & Social Media Form by Sept. 15
	<i>Reunion Chairs begin to receive regular correspondence via email from the Office of Alumnae Relations</i> <i>College sends save-the-date email and subsequent postcard to alumnae in Reunion classes</i>
October 2019	DEADLINE: Complete the Class Officers & Reunion Committee List by Oct.15
October – November 2019	Communications: Send Reunion e-newsletter to class, and post Reunion information on class website and class social networks

October – March 2020	Volunteers: Contact housemates to encourage them to attend Reunion (House Reps)
November 2019	DEADLINE: Complete the Class theme, logo, attendance, and Class Registration Fee Worksheet by Nov. 15
December 2019	DEADLINE: Complete the Class Programming Worksheet and Space Request by Dec.15
January 2020	Class programs: 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	Online registration goes live in early February Class schedule: Send copy of final class schedule to the OAR Invitation: Send class dinner invite to observers Souvenirs: Order class souvenirs DEADLINE: Complete the Parade Signs Form by Feb.15 <i>College sends Reunion registration booklets to alumnae in Reunion classes</i>
March 2020	Class schedule: Forward a complete class schedule to the Office of Alumnae Relations Communications: Send Reunion e-newsletter
April 2020	<i>College sends weekly registration counts to Reunion Chairs for planning purposes</i> Student ambassadors contact the class they've been assigned to
Early May 2020	Communications: Send a last communication to classmates <i>College sends a last email to Reunion attendees</i>
May 2020	Reunion!
Post-Reunion	DEADLINE: Submit class slate at Reunion or by June 15 Submit post-Reunion report by June 15 Remind treasurer to submit Reunion financial report by July 15