

REUNION PLANNING TIMETABLE

<h2 style="margin: 0;">September</h2> <ul style="list-style-type: none"> • Recruit Reunion Committee • Select Reunion Stationery • Lock in Class Dinner Sites <p><u>Optional:</u></p> <ul style="list-style-type: none"> • Reserve hotel rooms 	<h2 style="margin: 0;">February</h2> <ul style="list-style-type: none"> • Draft 2nd reunion letter
<h2 style="margin: 0;">October</h2> <ul style="list-style-type: none"> • Draft 1st Letter • Select your caterer(s). • Discuss logo items, music, meals and bar beverages with cmte. 	<h2 style="margin: 0;">March</h2> <ul style="list-style-type: none"> • Discuss outreach plans with president to boost attendance.
<h2 style="margin: 0;">November</h2> <ul style="list-style-type: none"> • Discuss reunion budget with treasurer. • Send holiday greetings and a reunion update via the class list server. 	<h2 style="margin: 0;">April</h2> <ul style="list-style-type: none"> • Write 3rd and final letter.
<h2 style="margin: 0;">December</h2> <ul style="list-style-type: none"> • Ask cmte members to finalize costs of their parts of reunion. • Consult separate checklist for additional reminders. • Report golf chair's name to staff. 	<h2 style="margin: 0;">May</h2> <ul style="list-style-type: none"> • Remind classmates of reunion deadlines via the class list server. • Confirm cmte. is set with logo item, music, and meal details. • Consult separate checklist for additional reminders.
<h2 style="margin: 0;">January</h2> <ul style="list-style-type: none"> • Finalize class fees with treasurer. 	<h2 style="margin: 0;">June</h2> <ul style="list-style-type: none"> • Report final numbers to caterers. • Discuss plans for dinner remarks with president. • Review final details with cmte. <p>REUNION! June 8-11, 2006</p> <p><u>Post-Reunion:</u></p> <ul style="list-style-type: none"> • Review attendance list to confirm "walk-ins" and "no-shows." • Send bills to treasurer for payment. • Send email to class list server reporting on the reunion and ask them to complete the reunion survey. • Finalize the reunion expense summary.