

APPENDIX D

SAMPLE REUNION CHECKLIST

Note that depending on the plan for your event, you may not require all items on this list.

8 - 12 MONTHS

- Contact University of Saskatchewan University Relations to inform them you agree to organize a class reunion. We will connect you with a staff partner to support you and ensure a great experience volunteering for this role
- Connect with your staff partner and learn of the resources and support available
- Sign the *University Relations Confidentiality Agreement – Volunteer* and return
- Establish a committee and establish roles
- Determine the format of the reunion and who you wish to invite
- Consider if you would like to incorporate a class gift to commemorate your class/group
- Develop your budget, including estimated attendance numbers, expenses and income.
- Decide how you will process registration fees and invoice payments.
- Set a date and book a venue
- Begin working with your staff partner to communicate with your classmates
- Send out a save the date and invite ideas and feedback from classmates

6 – 8 MONTHS

- Book any catering, speakers, musicians or photographers
- Work with your staff partner to organize the promotion of the reunion
- Work with your staff partner to finalize class gift details
- Draft invitation (don't forget to ask invitees about dietary and mobility restrictions)
- Decide on a RSVP method and invitation details
- Work towards tracking down 'lost alumni' contact information
- Open registration
- Work with your staff partner to send out invitations to register for the reunion

3 – 6 MONTHS

- Record all acceptances/declines
- Continue to work with your staff partner and committee to promote the reunion, create amazing reunion experiences and finalize details

1 – 2 MONTHS

- Work with your staff partner to send out a Reunion Registration Reminder
- Final reminder to your classmates, including information of the class giving project, final program details, way-finding, confirm dietary and mobility restrictions, etc.



- Confirm all bookings
- Contact your staff partner to request pins, available USask swag, signage, etc.

1 – 2 WEEKS PRIOR

- Provide final numbers to venue for catering
- Confirm the venue has all requested items, including registration table, microphone, A/V, etc.
- Assign day-of-reunion tasks to volunteers for the event e.g. registration table, placing signage

EVENT DAY

- Set up to check-in your guests. Have all registration table (nametags, signage, USASK swag items, memorabilia, etc.) set up well in advance and be ready to welcome your classmates.
- Take lots of photos! Take notes of what you learn.
- Enjoy!

FOLLOW UP / POST EVENT

- Work with your Alumni Relations staff partner to request feedback on the reunion
- Let your classmates who did not attend know what they missed; encourage them to come next time
- Provide list of all attendees to the reunion and updated contact information to your University Relations staff partner
- Provide a brief report about the reunion (including photos) and your volunteer experience to your staff partner.