

# SUGGESTED TIMELINE

## January/February

- Contact the Alumni Relations Office to gather resources and learn about services
- Contact classmates who are able and willing to join your planning committee
- Gather as many pieces of contact information for classmates as possible
- Hold a meeting to discuss possible events and dates

## March

- Confirm the date and location
- Inform the Alumni Relations Office so it can be published on the web site and in local newspapers
- Work with the office to mail a save-the-date card to classmates
- To keep a clean list, send contact information updates to the office; receive a fresh copy

## April

- Make arrangements with restaurants, hotels, etc (if necessary for your reunion)
- Get any permits required for parks or public areas
- Secure a priest and the chapel if planning a Mass on campus
- Decide on a price or potluck for classmates and any guests
- Prepare and mail an official invitation asking for RSVPs, payment, questionnaire, information on still “missing” classmates; include a registration deadline

## May

- Possible time for registration deadline
- Take care of other details
- Decide on decorations
- Prepare a memory book, if desired, from gathered photos and questionnaire results

## June/July/August

- *REUNION*

## Post Reunion

- Submit photos to the office for publication in *Spirit* and on the web site
- Share a memory book with the office/alumni who could not attend
- Write thank you notes
- Rest and enjoy knowing you planned a wonderful reunion for your class!