

BISHOP MOORE CATHOLIC HIGH SCHOOL

WWW.BISHOPMOORE.ORG

Planning Worksheet

Step-by-step guide to planning your reunion events

Reunions come in many different varieties:

- An intimate gathering of ten or 150 former classmates and their families.*
- A family friendly picnic or cocktail hour for grown-ups.*
- A tailgate party before Homecoming, or a Reunion Mass “Under the Pines.”*

Whatever form your reunion takes, you will need to plan in advance to ensure a successful event. Use this planning worksheet and timetable to prepare.

<u>TASK</u>	<u>TIMELINE</u>	<u>DATE TO ACCOMPLISH</u>
Identify reunion committee members	15 months prior	_____
Arrange first committee meeting	15 months prior	_____
Select dates and schedule activities Reunion Date: _____	12 months prior	_____
Create a budget (revenue and expenses) <i>(Consider a reunion bank account)</i>	12 months prior	_____
Assign committee tasks & coordinate the search for former classmates	12 months prior	_____
Determine and reserve event venues* <i>(catering and entertainment if needed)</i>	12 months prior	_____
Have events posted on the Bishopmoore.org	9 months prior	_____
Create a reunion Facebook page (optional)	9 months prior	_____
Create a classmate contact list and update regularly in search for “missing alumni”	9 months prior	_____
Gather information for Save-the Date cards and/or invitations	6 months prior	_____
Order party favors (optional)	6 months prior	_____
Reunion Mass: contact and reserve Celebrant, Chapel or “under the pines area”	3-6 months prior	_____
Print and Mail Save the Date cards	3-4 months prior	_____
Confirm venue, caterer and entertainment	2-3 months prior	_____
Print and mail invitations	2-3 months prior	_____
Prepare photo collages, slide shows or displays	2 months prior	_____
Design and print nametags, event program and/or class directory*	1-2 months prior	_____
Reminder emails, phone calls and Facebook updates (verify attendance)	2 to 4 weeks prior	_____
Set up, enjoy the party!	Date of Reunion	_____
Final accounting of reunion revenue/expenses	1 week after	_____
Send contact updates and reunion photos to the Alumni Office	1 to 2 weeks after	_____

*The Advancement Office can assist with these tasks. Please contact Ana Crowe at 407-293-7561, ext. 261 to check availability of Bishop Moore Catholic facilities for your reunion events, and/or arrange a tour of the school.