Reunion Timeline

Feel free to call or e-mail the Alumnae Office for advice and suggestions at any time.

12—10 months away

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The Alumnae Office provides a list of available dates. A Class Reunion Committee is formed, selects a Reunion Chair and schedules a meeting with the Alumnae Director. Dates should be chosen within four weeks.

8-6 months away

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Reunion committee works on updating the class list and finding "lost alums." The Alumnae Office mails a "Save The Date" postcard.

6 months away

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Reunion committee is in the final stages of deciding on the details of the reunion events. The Reunion Chair calls the venues, informs them of attendance estimates and makes a plan for deadlines if minimum attendance is not met. A budget for events is created with help from Alumnae Director.

4 months away

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All plans will be nearing completion. Times, venues, costs, etc. are confirmed by committee. All contracts should be submitted to the Alumnae Office for review. Rough draft of invitation is created.

3 months away

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The Reunion Chair sends out "Reminder!" e-mails or makes phone calls to classmates. The Reunion Chair touches base with the venues to verify all details. Committee makes "special requests," such as photos, nametags, etc. to the Alumnae Office.

6 weeks away

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The Alumnae Office designs, prints and mails out the invitations, which include all details such as venues, times, costs, attire, etc.

2 weeks away

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The Alumnae Office prepares nametags, gathers supplies and other necessary welcoming items/favors for the reunion. Reunion Chair makes calls to unconfirmed classmates to verify attendance.

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