



REUNION PLANNER CHECKLIST

Getting Started – 6 months to 1 year out

- Organize a Reunion Committee _____
- Reunion Committee Chairperson _____
- Reunion Subcommittees _____
- Select a Reunion Type _____
- Selecting a Date for the Reunion _____
- Prepare your Guest List _____
- Choose Your Location _____
- Reunion Food _____
- Budget and Finances _____
- Fundraising Activities _____
- Reserve _____

Three Months Out

- Invitations _____
- Contact WV Commerce Office _____
- Games and Busy Items _____
- Games For All Ages _____
- Develop a Schedule for the Reunion _____

One Month Out

- Send out a reminder _____
- Pick up your Reunion Kit _____
- Go Shopping _____
- Smile _____
- Confirm _____