

How to Plan a Reunion

(Suggestion with regard to Reunion PLanning)

Form a Committee (no later than a year out):

- * Agree on a dependable Chair
- * Works best to have someone in Tucson
- * Line up interested others
- * Seek an organized and dependable group

Start a 'Fund':

- * Ask for contributions/sponsorships (repay at the end)
- * Open a Bank account - w/o charges
- * Line up a Treasurer to handle money
- * Seek 'Underwriting' from generous classmates
- * Keep a few hundred after each Reunion, to cover early expenses of the next

Make Sub-Committee Assignments:

- * Identify 'Needs' (Registration, decorations, event coordinators, etc)
- * Assign one person to keep the List - and oversee all mailings
- * Recruit for talent (webmaster, treasurer, organizer, etc)
- * Establish a Web site - and consider a PayPal account
- * Create a FaceBook page - assign someone to post regularly

Create a list of Classmates & Seek addresses:

- * Use Yearbook names and start an excel spreadsheet
- * Check local phone listings
- * Post notice on your FaceBook page
- * List street & email address as well as land and cell numbers
- * Use contacts (ask everyone who else they know) & ask that they pass along info
- * Check with Pima College and UofA alumni lists
- * Consider inviting former teachers & principals (assign a person to reach out)

Decide on possible activities:

- * Finalize dates after Survey tallied
- * Informal Night (usually best Friday)
- * Dinner dance (dressier option for Saturday)
- * Possible school tour (including the Trojan Hall of Fame area and CHSF Conference room)
- * City bus trip (chartered bus with Tour Guide for changes downtown)
- * Maybe a Streetcar ride - or walk-about downtown (& through the snake bridge)
- * Family picnic (Great for Sunday - BYO ... no cost)
- * Sunday Brunch (option for Reunions of older grads)

Create & send a "Survey of interest":

- * List proposed activities
- * Post probable costs
- * Offer varied schedule
- * Mail to all address 1st class 9 months out
(so as to get address corrections back)

Agree on Dates & Place:

- * Hotel (need a commitment - ask for guest room block & special rate)
- * Set up a Hospitality Room - for informal gathering (and posting nostalgic photos and memorabilia)
- * Park (secure a ramada & pay fee for beer permit - if needed)
- * Bus Tour (Line up availability & Tour Guide)
- * Private home (find a Host/Hostess)

Determine costs:

- * Postage
- * Printing
- * Down payments
- * Bartender
- * Room rent
- * Meals
- * Gratuities
- * Gifts & Favors
- * Insurance
- * Extras (like photo booth rental, etc)

Communicate:

- * Keep and post Meeting Minutes on web (email to committee)
- * Notify the front office at Catalina of contact person, number and website
- * Request a posting in CHS communiques - and website
- * Update Web and FaceBook pages regularly

- * Gather input on Interest - with a "Survey"
- * Send a "Save the Date" card (or magnet) - first class (to help update addresses)
- * Send PSA to local paper Education Editor, and radio stations (even TV)
- * 3 months out - mail Registration Form (and post on website)

Wrap and Review:

- * **Convene a Committee meeting after the event**
- * **Review what you's Preserve, Improve & Eliminate**
- * **Make sure to leave a few hundred dollars on account - for the next reunion**
- * **Consider making a donation in the Class name to the CHS Foundation**
(with a portion of funds left)

3/12015