

PLANNING TIMELINE/CHECKLIST

Time Before the Event	Action Step
	Early Planning
8 Mos.	Form Planning Committee
7 Mos.	Secure Date & Location
7 Mos.	Determine overall budget
7 Mos.	Send Reunion Notification to alumni association
7 Mos.	Send copy of Reunion Notification to pastor
6 Mos.	Set overall target for Class Gift
4 Mos.	Determine what Class Gift funds will be used for
4 Mos.	Set up Reunion funds account with rectory
	Guest Management
8 Mos.	Begin locating classmates
6 Mos.	Send out "Save the Date" announcements
6 Mos.	Put reunion announcement in parish bulletin
6 Mos.	Request list of teachers with contact information from school (Do this prior to summer break)
6 Mos.	Request contact info for any priests from rectory
4 Mos.	Put reunion announcement #2 in parish bulletin
3 Mos.	Send out Invites
2 Mos.	Put reunion announcement #3 in parish bulletin
5 Wks.	Send out reminder postcards
4 Wks.	Call non-respondents
2 Wks.	Finalize guest list
	Mass Planning
6 Mos.	Send request for Mass dedication to rectory
4 Mos.	Send initial proposal to pastor
3 Mos.	Request Someone to write & read Prayers of the Faithful
2 Mos.	Secure Lectors (2) & provide readings
3 Mos.	Request any singers/musicians
2 Mos.	Determine any song requests
2 Mos.	Discuss and confirm plans with choir director
2 Mos.	Discuss and confirm plans with Liturgy Coordinator
1 Mo.	Secure Eucharistic Ministers (Up to 8)
1 Mo.	Request folks to carry up offertory gifts (2+)
1 Mo.	Finalize any additional gifts to be carried during offertory
1 Mo.	Confirm plans with sacristan and request pews be reserved
2 Wks.	Send final plan to pastor, including instructions and announcements for presider

		Reception Planning
6 Mos.		Secure caterer
6 Mos.		Determine type of meal service
6 Mos.		Determine type of beverage service
Varies		Pay deposit to caterer
6 Mos.		Determine event schedule
6 Mos.		Determine any entertainment
6 Mos.		Secure entertainment provider
Varies		Pay deposit to entertainment provider
5 Mos.		Determine if childcare is to be provided
5 Mos.		Determine any games/contests
5 Mos.		Determine plan for memories show
4 Mos.		Secure childcare provider(s)
4 Mos.		Secure Photographer
4 Mos.		Select menu
4 Mos.		Determine plan for decorations
4 Mos.		Determine any prizes/gifts
3 Mos.		Determine layout of room(s)
3 Mos.		Secure any A/V equipment needs
2 Mos.		Hire cleaning person for post-event clean-up
1 Mo.		Request microphone be put out
1 Mo.		Determine event clean-up plan
2 Wks.		Give final headcount to caterer
2 Wks.		Purchase/Complete prizes/gifts
2 Wks.		Purchase/Complete decorations
2 Wks.		Purchase/Complete games/contests
2 Wks.		Purchase guest book
2 Wks.		Prepare name tags
2 Days		Cut check for caterer
2 Days		Cut check for entertainment provider
1 Day		Set up
		Post Reception
2 Days		Request check for cleaning person
1 Wk		Provide list of donors for receipt letters to parish receptionist
2 Wks		Complete class directory
2 Wks		Purchase prints of group photo
2 Wks		Request checks for all expense reimbursements
3 Wks		Reconcile accounting with parish receptionist
3 Wks		Request check for Class Gift to school

REUNION RESOURCES

Following are other potential resources to consider to help plan your reunion.

Name	Contact Info	Description
Reunion Planning		
Myclassreunion.exe	Myclassreunion.net	Basic planning software. \$49.95 to download.
Minutiae Software Reunion Planner	Minutiaesoftware.com/reunion or 1-877-646-8842	Basic planning software. \$59.95 to download.
Reunion Planner Software	Reunionplanner.com	Detailed planning software. Standard edition - \$49.95 Professional edition - \$129.95
Locating Guests		
Reunion.com	Reunion.com	Similar to classmates.com but less users
Net Detective	Harris Digital Publishing Group cyberserious.com/search-find-people/classmate-searches.html 1-386-736-3882	\$29.00 for 3 years unlimited searches.
Decorations		
Party City	Various locations	Retail party store
Michaels	Various locations	Retail craft store
Oriental Trading Company	1-800-875-8480 www.orientaltrading.com	Party supply catalog

