



Fairview High School  
Alumni Association



## Class Reunion Planning Tips

The Fairview High School Alumni Association is committed to helping your class plan its high school reunion. The following is list of helpful tips to guide your class in the planning process. Before you get started with your class reunion planning, keep these helpful tips in mind:

Send your Class Representative contact information to the Fairview High School Alumni Association to be included in our online database.

- Start early. Allow yourselves at least one year to plan, up to two years for large classes. The reunion planning timeline used here will be 18 months, but customize it to fit your needs.
- Before you officially plan any parties or get-togethers, keep your budget in mind. Evaluate all potential expenses such as food, beverages, entertainment, venue rental, decorations, invitations, etc. Most class reunions have each attendee pay a flat fee that covers every event.
- Depending on the size of your class and how far away everyone lives now, keep in mind that you may not have a huge turnout. Aim for a goal of getting 50% of your class to attend, but understand that 25% is a more realistic number.
- Set a date that will appeal to the most attendees possible. While class reunions tend to be popular in the summertime, that may not be the best time for your particular class. Summers also mean weddings and family vacations. A good idea is to set up a poll with several potential dates and post it where your fellow alumni can see it- a reunion website or class Facebook page, for example. Ask potential attendees to vote on the date that works best for them and go with the most popular choice. If that's not possible, simply determine through word of mouth when the best time would be to have the reunion.
- When planning the events, make sure to keep a variety of interests in mind. Some of your classmates may only be interested in family-friendly activities, while some will want to drink and dance the night away. Hosting between two and four activities will ensure there's something for everyone.
- Videos and photo slideshows are always a hit at reunions, but they take time. If you'd like to see recent pictures from your fellow alumni, ask early and set a strict submission deadline of three months before the reunion.

Here's a timeline of things to keep in mind:

### 12 Months Before Your FHS Class Reunion

- Form a class reunion committee, elect reunion chair and treasurer
- Reach out via Facebook, Classmates.com or word of mouth.
- Solicit volunteers to work on subcommittees. The size of your committee will vary based on the size of your class, but remember that you can never have too many volunteers.
- Schedule reunion committee meetings with an agenda for each
- At your initial committee meeting, delegate tasks to various members.
- Create a class reunion budget. This can be difficult to do without knowing how many

attendees you'll have. Add up the expected cost of the reunion and determine a realistic ticket price. Your ticket sales may be the only source of income for your budget, or you may be able to raise some money through fundraisers ahead of time.

- Find classmates. Start reaching out to your fellow alumni for current addresses, email addresses and phone numbers. Assign members of your committee to help find them.
- **Pick a date!** Let the FHS Alumni Association know and we'll post your date on our website.
- Begin rough itinerary and schedule. Define the events: for example, a Friday night meet and greet session over appetizers and drinks, a Saturday picnic and family games in the park and a Saturday night dance with a DJ or band playing the hits from your graduation year.
- Decide on an event venue.
- Put together a preliminary list of caterers, restaurants, and activities for the class reunion
- Get group hotel rates

#### 9 Months Ahead

- Take a survey of your class reunion members for ideas, things to do, and activities
- Check the missing classmates list, and ask your invitees to spread the word to people who have not registered.
- Decide on a photographer, entertainment and other services (Live band? Elvis Show?)
- Develop and finalize a class reunion agenda
- Reserve any restaurants, banquet venues, parks, or other locations
- Finalize a caterer and plan the menu. Make sure to keep vegetarian and gluten free classmates in mind.
- Send "Save The Date" postcards or emails
- Set up an official website with all information on the reunion

#### 6 Months Ahead

- Begin to publicize your class reunion via blog, website, and newsletter
- Mail your reunion invitations. Make sure the invitations include all relevant information including directions, hotel discounts being offered, food being served at each event and appropriate attire. Let them know that the listed ticket price is good until the RSVP date (one month before the reunion), and higher-priced tickets will be sold at the door.
- Decide how to honor your deceased classmates. Usually this is done with a small memorial table or poster with photos and quotes about how they will not be forgotten.
- Confirm all reservations and bookings.
- Invite favorite old teachers and school staff.
- Request rates and finalize any group transportation
- Pay all required deposits
- Finalize any speakers

#### 4 Months Ahead

- Print and mail formal invitations (ask about food allergies or special dietary restrictions)
- Begin collecting any class reunion memorabilia
- Begin developing registration process

#### 3 Months Ahead

- Arrange for event staffing for your class reunion
- Reserve tickets for any group events based on RSVP's and deposits
- Check on hotel room block and adjust as needed
- Research and develop deceased classmates tribute
- Purchase reunion decorations.
- Collect photos of classmates and put together a slide show or video.
- Plan an awards ceremony or prize giveaways. For prizes, reach out to your classmates to

see who is willing to donate prizes

#### 2 Months Ahead

- Start producing any souvenirs – videos, CD's, books
- Decide on nostalgic decorations
- Create photo slide show
- Reserve photographer/videographer
- Finalize agenda with a set schedule
- Get a final head count for attendees (or as close as possible). Give this count to the caterer.

#### One Month Ahead

- Finalize all plans and make any final purchases or confirmations.
- Put any necessary reminders on the reunion website.
- Create name tags.

#### 2 Weeks Ahead

- Purchase any decorations from a party store or online.
- Finalize your headcount for your vendors.
- Let your caterer know about any special meal requests.
- Confirm with photographer

#### 3 Days Ahead

- Shop for groceries.
- Arrange for required transportation for class reunion attendees

#### One Day Before

- Decorate the venue for the big party.
- Pick up any cake or floral arrangements.
- Handle any other last-minute details.

#### At the Reunion

- Collect contact information on attendees
- You probably already know this, but make sure to forget about this checklist and have some fun. You've earned it if you've gotten this far.

#### After the Reunion

- Send thank you notes to all attendees and vendors
- Upload all pictures to your website
- Send out post class reunion survey
- Return all borrowed items to rightful owner (Including photos, memorabilia etc.)
- Finalize class reunion budget
- Update FHS Alumni Association on attendance numbers, provide class contact information and budget.