Class Reunion Planning Checklist

Split the jobs, tick the boxes, hit your dates.

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Class of: _____ Reunion date: _____ Venue: _____ Ticket price: $_____

When	To do	Who
12 months	Committee formed, date set, budget set, roster started, class group live	
9-10 months	Venue booked and deposit paid, save-the-date sent, hunt for missing classmates	
6 months	Tickets and RSVPs open, catering, DJ and photographer booked, program planned	
3 months	Order shirts, name tags and favors. Collect photos. Choose theme and decor	
1 month	Final headcount to caterer, print name tags and program, memorial table list	
Week of	Confirm vendors, pack welcome bags, set up venue	
After	Share photos, thank the committee, post the leftover-funds plan	

Committee jobs

- [ ] Finding classmates: _____
- [ ] Venue and vendors: _____
- [ ] Money and tickets: _____
- [ ] Communications: _____
- [ ] Decor and photos: _____

Day-of run sheet

- [ ] Arrival and name tags: ____
- [ ] Welcome and memorial moment: ____
- [ ] Group photo (early): ____
- [ ] Slideshow and awards: ____
- [ ] Dancing: ____

Tip: collect shirt sizes on the RSVP form, so the order is right the first time.