

NORTHAMPTON EDUCATION FOUNDATION'S MODEL TIMELINE FOR NHS ALUMNI REUNION PLANNING COMMITTEES

One Year Before Reunion

- Hold first committee meeting and recruit committee members
- Select date and location of reunion event(s)
- Update class mailing list
- Decide on reunion committee meeting schedule. Can we do conference calls?
- Decide whether you wish to invite other classes to your event (do multiple-class event?)
- Decide whether to do a class gift and consider what it might be. Do we need a separate committee to do the class gift?
- Decide whether to do an alumni "yearbook" with classmates completing survey forms describing what they've been doing since graduation or the last reunion
- Do you want to offer tours of NHS for returning classmates? Contact school if you do.
- Reserve a block of hotel/motel rooms for returning classmates
- Send "Save The Date" postcard to classmates with information about reunion and ask for volunteers willing to help with the planning. Give contact name.
- Appoint reunion treasurer and be certain proper accounts are in his/her name so deposit checks can be written and income and expenses properly recorded
- Post reunion information and start an email directory on your class webpage at www.hamphigh.org

Six Months Before Reunion

- Begin preparing reservation letter to classmates with prices and reservation form
- If doing class gift, be certain major donor prospects are being solicited
- Reunion committee chair should be certain specific tasks are assigned to specific committee members
- Begin compiling list of former teachers to invite (they love to meet former students)

Four Months Before Reunion

- Mail reservations letter to classmates with reunion details and pricing
In the letter, include email address of class webpage (www.hamphigh.org)
- Create a link on class webpage for the reservation form for classmates' convenience
- As reservations come in, post names of classmates coming to reunion on NHS alumni website

Two Months Before Reunion

- Organize class "phonathon" to call classmates and encourage them to attend reunion
- As reservations come in, adjust arrangements on food/accommodations to reflect numbers
- Invite former teachers to reunion

One Month Before Reunion

- Do email reminder to classmates about getting reservations in for the reunion

One Month After Reunion

- Reunion committee holds follow-up meeting to analyze reunion strengths and weaknesses
- Chair(s) for next reunion should be selected
- If reunion generated surplus, be certain money is properly accounted for and a treasurer for next reunion selected to oversee “startup” funds
- Send updated class address list to the Northampton Alumni Database so it will be available for planners of the next reunion. (Send to Ellen Nigrosh at: enigrosh@verizon.net)

Checklist For NHS Alumni Reunion Planners

Here are some items to consider when planning your class reunion:

When To Hold Reunion

- What time of year would most classmates be available to attend?
- Do many classmates come back to Northampton area for Thanksgiving?
- Would a summer or fall event be more convenient?
- Do we prefer an outdoor (warmer weather) event?

Where To Hold Event

- Do you prefer a more casual or formal site?
- What pricing level is most appropriate for classmates?
- Do we want to hold one function or more than one? (one formal/one informal)
- Can the facility provide alternative meals (vegetarian, vegan, for instance)?
- Do we want a sit down meal, buffet, or just hors d’oeuvres and cocktails?
- Do we want the event and classmate accommodations in the same facility?
- Is the location easily accessible with sufficient parking?
- Can the facility accommodate the expected attendance yet have flexibility if numbers come in larger or smaller than anticipated?

Organizing Your Reunion Committee

- Select a chairperson who is responsible for seeing that others do their assigned tasks
- Determine who should handle specific tasks (such as preparing invitations, receiving

reservations, organizing speakers, greeting classmates, organizing raffle, obtaining music, and inviting former teachers, for example)

- Bring a diverse group of classmates onto the committee so you get a range of opinions
- Committee members should be individuals willing to do the tasks required
- Representation from previous reunion committees can be helpful in assessing what went well at previous events and what should be done differently

Pricing The Reunion

- How much can classmates afford to spend to attend the reunion?
- How much do we have to add to the cost of each ticket to cover expenses?
- Should the ticket price also include a small fee to establish a “kitty” for early up-front expenses for the next reunion?
- Should we consider a raffle or other fundraiser as an alternative way to raise money for expenses and/or the next reunion’s startup “kitty”?

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