



SUGGESTED REUNION CHECKLIST

This checklist may look intimidating, but it really isn't. Working with the hotel is the main task, which as you go through the below checklist, you will see why. Once the hotel accommodations and banquet arrangements have been completed, most of the checklist will be done. The other items on the checklist are reminders and/or suggestions to help you have a successful reunion and one that all attending will remember.

TIMING

If you volunteer to host, the work starts immediately. Do not wait until June to plan a reunion in September. If you do, you'll have a significant reduction in the number of attendees. People make their plans a year in advance. People will plan to attend events that they know are planned well in advance and planned well.

MONEY

Set a high enough fee to cover expenses. The host needs to ensure receipt of a sufficient amount of funds to cover responsibilities incurred. This is crucial. An unscientific survey of past reunions reveals that individual hosts have shelled out over a \$1000.00 each to cover expenses beyond funds received. This included people indicating they were going to show up and didn't, because of the contract with the hotel guaranteeing so many meals, their meals had to be paid for; transportation; stationary items; bar bills; hospitality suite items, etc.

ACCOUNTING

The host needs an organized method of accounting with copies of checks, records them, provides both a written and email (if applicable) receipt to the payee, and deposits them in a separate account for reunion use only. You never know who may ask for a copy of your accounting records.

CRITICISM

The host is going to receive criticism, which is standard fare for these events. Be prepared for them. Grow a thick skin and respond accordingly (professionally). Bottom line—be in professional mode throughout the reunion, and be prepared to be tested.

CONTRACT

Do not sign a standard hotel-offered contract. It is standard for hotels to offer a contract to reserve X number of rooms at X dollars, and YOU PAY FOR ANY NOT USED. Don't sign such a contract. Hotels can release unused reserved rooms. Read deadlines and any "penalties" carefully. They can be expensive and unreasonable. They can always be negotiated. Have someone with some expertise read and comment on the contract BEFORE you sign it. This goes for establishing the menu and how many will be attending.

COMMUNICATION

A host should plan to provide specific updates correspondence to all potential attendees once a month from the moment of volunteering. Information encourages attendance. Silence perpetuates disinterest.

MEMORIAL SERVICE

To pay respects to our brothers and sisters who are no longer with us, a memorial service should be held (prior to the banquet if possible) to honor them. Get assistance from others if possible.

ASSISTANCE

Don't try to do it alone. Make a list of things to do and delegate responsibilities to willing competent helpers. Contact previous reunion hosts for help.

The following is a sample checklist that hopefully will help you have a great and successful reunion so that future reunions will bring back those attendees in attendance at your reunion in addition to others who have heard how great your reunion was:

Dates

- Set the dates of the event as soon as possible

Hotel

- Locate a good host hotel at a reasonable price in a safe area near shops and attractions; this needs to be finalized eight months in advance.
- Check-in day is normally on a Thursday
 - See if an early check-in would be available
- Check-out day is normally on a Sunday
 - See if a late check-out would be available
- Cost free transportation to/from airport is desirable

Reunion Checklist

- Can you offer transportation help to and from the airport if free transportation is not available through the hotel? Usually people who arrive early or live nearby will help shuttle people to and from the event site. With the price of gas so high perhaps people getting the lift might be encouraged to tip just a little to help pay for gas. After all a \$10 or \$15 tip beats a \$40 or 50 taxi fare
- Plan banquet with hotel (see below)
- Set up hospitality room arrangements
 - Will the hotel allow us to bring in adult beverages?
 - What will the charge be for them to have a bar tender and cash bar setup?
 - How will the cost of the hospitality room be covered?

Banquet

- If the banquet is not to be held at the host hotel for some reason, locate a nice restaurant for banquet
- Arrange for a private dining room
- Establish Menu
- Establish whether meal will be buffet or sit-down
- Arrange for transportation to banquet facility if needed
- Arrange for color guard for banquet
- Will there be a guest speaker for the banquet or special event participants; if so, they need to be lined up as early as possible
- Ask someone about taking pictures at the reunion of each attendee and their spouse/guest(s) as well as other candid photos. Return the pictures electronically with the picture identification if possible to the Webmaster, currently Gus Tomuschat, so they can be posted on the website

Tours

- Tours should be arranged by individuals, except for any special events/tour(s) arranged by reunion host
- Extra events
 - Will you offer tours, golf, social receptions, etc?
 - If so select the events
 - Will they be offered with the reunion or will they cost extra
- Arrange for transportation for any special tours/events if needed

Miscellaneous

- Set up an area for check-in purposes with our group's banner, if it can be located
- Some sort of reunion information packet should be given to each arriving participant by either a reunion check-in area or the hotel's registration desk clerk
 - Welcome aboard package should include a tote-bag of some type and contain:
 - Brochures of sites in local area (the local travel and tourism office will usually put those together for you)
 - Reunion agenda to include any special tours, times, and banquet information (time, dress, and menu)
 - Hospitality suite location and hours of operation

Reunion Checklist

- Flyer requesting volunteers for hosting next or future reunion (to be turned in by Friday night in hospitality room)
- Flyer announcing the location, time, and date for the meeting to determine the next reunion
- Coupons to local sites, restaurants, etc.
- Name tags
- Note pad
- Pen
- Tentative Attendee List
- Anything else that you determine would be helpful in welcoming the guest to the local area

Reunion Costs:

- Determine the cost of the reunion for each individual, which would normally include:
 - Banquet dinner
 - Banquet room
 - Banquet servers with gratuity
 - Banquet entertainment, if any
 - Hospitality Room
 - Stocking of hospitality room with snacks and SOFT drinks (any liquor must be approved by the hotel and purchased by the individuals)
- Who and where to send the check and disseminate to those coming (no need to do a mass mailing unless it is known before the initial mailing is done)
- Establish a separate bank account or something to keep track of monies received
- Send each individual who makes a payment a signed written receipt for their records

Future Reunions

- Set-up a meeting normally held on Saturday morning, if possible, in hospitality suite regarding date and location of next reunion
 - Attendees should be all attendees (less guests/spouses) attending the reunion
 - Make announcement at banquet as to
 - Where the next banquet will be
 - The tentative date (18 months + from current reunion)
 - Who the host will be
- Contact a past reunion host, if you have not done so already, to help you have a successful reunion
- Send event dates to Keith Birkhofer, Gus Tomuschat, and to Mary Marcolina-Collias so they can notify everyone and get it on the web site (see below)
- If no future reunion host volunteers, arrange for a mass emailing with Keith, Gus, and Mary requesting a volunteer for the next reunion host

Website Information Needed

- Dates of reunion
- Host hotel information
 - Early check-in at same rate
 - Late check-out at same rate
 - Room Cost

Reunion Checklist

- Location
- Airport transportation information
- How to make reservations (website, telephone number, etc.) and when making reservations, what code or info to we need to give the hotel for the special rate
- Reunion cost, how to make check payable, and where to send monies
- Location attractions
- Tour information
- Special event information
- Reunion agenda would be nice to include dates, times, event (also hours of hospitality room)
- Menu
- List of Attendees (keeping current up to the date of the reunion)
- Any other information that would be helpful for potential attendees

GOOD LUCK AND HAVE A GREAT REUNION!