

# **WRHS CLASS REUNION PLANNING**

## **SAMPLE LIST OF THINGS YOU NEED**

### **DECISIONS**

- Theme
- Events/Activities
- Date
- Venue

### **PREPARATION**

- Save the date postcard
- Request Donations
- Information Mailings
- Budget
- Post Office box setup
- Bank account setup
- Merchandise – t-shirts, other clothing, etc.
- Door Prizes
- Band, entertainment

### **PEOPLE NEEDED FOR**

- Mail pickup
- Bank deposits
- Maintenance of spreadsheets for reservations, deposits, donations, orders
- Schedule of venue, TPS for use of auditorium, insurance, security
- Creation of memory book
- Organization of events, activities
- Merchandise design, orders, sales
- Classmate contact
- Communications – Facebook, website, Instagram

### **POSSIBLE COMMITTEES**

- Decorating
- Assembly
- Picnic
- Door prizes
- Golf tournament
- Band committee
- Drive in Movie night
- Saturday lunch
- Merchandise
- Setup/takedown