University High School Alumni Association
Illinois State University

REUNION PLANNING CHECKLIST

Twelve Months Before the Reunion

___ Make key contacts
___ Contact Director of the Laboratory Schools for current list of your classmates’ known addresses:
   Robert L. Dean, Director  Phone: 309-438-8542
   ISU Laboratory Schools  Fax: 309-438-3813
   Campus Box 5300  e-mail: rldean@ilstu.edu
   Normal, IL 61790-5300
___ Contact U-High to notify them of upcoming reunion
   University High School  Phone: 309-438-8346
   Campus Box 7100  Fax: 309-438-5198
   Normal, IL 61790-7100
___ Set up alumni committee
___ Contact Bloomington/Normal Convention and Visitors Bureau for maps, brochures, motel and restaurant listing, community attractions, and calendar of events:
   210 South East Street  Phone: 309-829-1641 or
   Bloomington, IL 61701  800-433-8226
___ Arrange the first committee meeting
___ Coordinate the search for former classmates
___ Collect seed money
___ Decide when and where to have the reunion

The Budget

___ Set up a budget
___ Estimate turnout
___ Estimate expenses
___ Estimate ticket price

Nine Months Before the Reunion

___ Prepare the first announcement  (Please send copies to Director’s Office and U-High Office)
___ Order rubber stamp with the committee’s return address, or buy labels, or have the address printed on envelopes
___ Plan a committee “mailing” meeting and send out the first announcement
___ Select the entertainment
___ Check costs for professional video and/or slide show
___ Choose the photographer
___ Plan the picnic
___ Open up a bank account
___ Make files for organizing the paperwork
**Six Months Before the Reunion**

- Update alumni list
- Begin preparation of the memory album
- Plan the name tags
- Design second mailing
  - Prepare list of unfound alumni
- Plan mailing meeting and send out second announcement
- Print payment acknowledgement postcards
- Plan and design tickets
- Set up accounting ledger

**Three Months Before the Reunion**

- Update alumni list
- Edit the alumni histories for the memory album
- Begin phone drive
- Send announcements to local newspapers and radio stations
- Plan table centerpieces and other reunion décor
- Order banner
- Order movie posters or picture blowups
- Plan nostalgia table
- Find T-shirt vendor and provide list of alumni names
- Arrange for reception desk workers

**One Month Before the Reunion**

- Continue phone drive, update alumni list
- Edit alumni histories for memory album
- Send reminder notices
- Make name tags
- Create a printed program
- Prepare spoken program notes
- Prepare announcements
  - Select winners of awards
- Buy door prizes and awards
- Prepare photo collage, signs, and door prize coupons
- Type up photo cards
Two Weeks Before the Reunion

___ Verify attendance data, print list of paid guests
___ Verify attendance of reception desk workers
___ Check on floral arrangements or prepare your table centerpieces
___ Confirm attendance of entertainer, videographer, photographer, T-shirt vendor
___ Verify attendance and, if appropriate, make hotel arrangements for special guests
___ Finalize program announcements and award winners
___ Verify delivery of donated door prizes
___ Proof memory album draft and other handouts and give camera-ready artwork to printer
___ Mail tickets

One Week Before the Reunion

___ Prepare final list of paid attendees
___ Prepare registration packets
    ___ Will call
    ___ Pre-paid ticket holders
___ Make any other necessary signs, e.g., letters for the registration table
___ Give meal count and balance of money to restaurant
___ Verify with the banquet manager that all requested items will be there, including registration tables, easels, bulletin boards, microphone, and podium
___ Have a contingency plan for someone else to take over your responsibilities, just in case you are (Heaven forbid) unable to attend

The Reunion Event

___ Bring Reunion Day Necessities list
___ Retrieve supplies at end of reunion
___ For the picnic: bring banner, lunch, sports equipment

After the Reunion

___ Prepare photo album and send to photographer
___ Send thank you notes
___ Send out memory albums and photo books to those who didn’t attend
___ Close bank account after all checks have cleared
___ Store reunion supplies in easy and safe place

Don’t worry so much about the cost of rooms or meals. You only have reunions every ten or twenty years. Worry more about tracking down your graduates and getting them there to participate.
# SAMPLE BUDGET

## Assumptions

<table>
<thead>
<tr>
<th>Assumption</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Class Membership</td>
<td></td>
</tr>
<tr>
<td>Estimated Turnout (Alumni &amp; Guests @40%)</td>
<td></td>
</tr>
<tr>
<td>Estimated Alumni Turnout @ 65%</td>
<td></td>
</tr>
<tr>
<td>Tables Requires (@ 10 people per table)</td>
<td></td>
</tr>
</tbody>
</table>

## Estimated Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Per Item</th>
<th>Total Number</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner (Including Tax &amp; Tip)</td>
<td>$________</td>
<td>Person</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$________</td>
<td>Group</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Postage</td>
<td>$________</td>
<td>Envelope</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Stationary</td>
<td>$________</td>
<td>Event</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Name Tags</td>
<td>$________</td>
<td>Person</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Printing</td>
<td>$________</td>
<td>Event</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Memory Albums</td>
<td>$________</td>
<td>Alumnus</td>
<td>_________</td>
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<tr>
<td>Photo Books</td>
<td>$________</td>
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<td>$________</td>
</tr>
<tr>
<td>Table Centerpieces</td>
<td>$________</td>
<td>Table</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Decorations</td>
<td>$________</td>
<td>Event</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Door Prizes</td>
<td>$________</td>
<td>Prize</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Slide Show</td>
<td>$________</td>
<td>Event</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Programs</td>
<td>$________</td>
<td>Alumnus</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Workers at Reception Desk</td>
<td>$________</td>
<td>Worker</td>
<td>_________</td>
<td>$________</td>
</tr>
<tr>
<td>Parking</td>
<td>$________</td>
<td>Car</td>
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<td>Person</td>
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**BALANCE:** $________