

KNOXVILLE CATHOLIC HIGH SCHOOL

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Planning Worksheet

Step-by-step guide to planning your reunion events

Reunions come in many different varieties:

A intimate gathering of ten, or 150 former classmates and their families.

A family-friendly picnic, or cocktail hour for the grown-ups.

A tailgate party before Homecoming, or a Reunion Mass in Holy Trinity Chapel.

Whatever form your reunion takes, you will need to plan in advance to ensure a successful event. Use this planning worksheet and timetable to prepare.

TASK	TIMELINE	DATE TO ACCOMPLISH
Identify reunion committee members	15 months prior	_____
Arrange first committee meeting	15 months prior	_____
Select dates and schedule of activities	12 months prior	_____
Reunion Date:_____		
Create a budget (revenue and expenses)	12 months prior	_____
<i>Consider a reunion bank account</i>		
Assign committee tasks and coordinate the search for former classmates	12 months prior	_____
Determine and reserve event venues* (catering and entertainment if needed)	12 months prior	_____
Have events posted on knoxvillecatholic.com*	9 months prior	_____
Create a reunion Facebook page (optional)	9 months prior	_____
Create a classmate contact list and update regularly in search for "missing alumni"*	9 months prior	_____
Gather information for Save-the-Date cards and/or invitation	6 months prior	_____
Order party favors (optional)	6 months prior	_____
Reunion Mass: contact and reserve Celebrant and Chapel	6 months prior	_____
Celebrant and Chapel	3 to 6 months prior	_____
Print and mail Save-the-Date cards*	3 months prior	_____
Confirm venue, caterer, and entertainment	2 to 3 months prior	_____
Print and mail invitations*	2 to 3 months prior	_____
Prepare photo collages, slide shows or displays	2 months prior	_____
Design and print nametags, event program, and/or class directory*	1 to 2 months prior	_____
Reminder emails, phone calls, and facebook updates (verify attendance)	2 to 4 weeks prior	_____
Set up, enjoy the party!	Date of Reunion	_____
Final accounting of reunion revenue/expenses	1 week after	_____
Send contact updates and reunion photos to Alumni Office	1 to 2 weeks after	_____

*The Alumni Office can assist with these tasks. Please contact Megan Locke at (865)560-0509 to check availability of Knoxville Catholic facilities for your reunion events, arrange a tour of the school, or order save-the-date cards/invitations.