

Reunion Timeline

Use this as a checklist to make sure your reunion is on track!

18 – 20 Months Before

- Gauge interest
 - Send out a poll; who would attend?
- Create an invite list
- Form a committee(s) to help you plan
- Assign responsibilities and form schedules
- Set up a website/Facebook page – Send out e-vites this way
- Inquire with Visit Beloit (Convention and Visitors Bureau)
- Set up FAM (familiarization) tours for potential locations and facilities

One Year Before

- Set your date(s)
- Go on FAM tours and select your locations
- Select and contract with facilities
- Select and contract all needed services
 - Caterer
 - Photographer
 - Videographer
- Contact Visit Beloit to begin coordinating hotels and rates
- Send “Save the Date” cards



This timetable can be used for any kind of reunion from family to class and beyond!

6 – 9 Months Before

- Visit your facility of choice with your committee
- Reserve a block of hotel rooms
- Finalize your theme
- Create a schedule of events
- Send your second mail-out:
 - Registration form
 - Cost
 - Updated list of missing persons (who have you not been able to contact yet?)
 - Souvenir/Keepsake order form

Pro tip: Don't be afraid to delegate! In order for everything to get done in a quick, stress-free manner, you'll have to trust your committee with tasks you may wish you could do yourself.

5 Months Before



- Announce your event to local media, if applicable
- Contact and send mailing as people are found
- Confirm all reservations and services
- Decide on your menu
 - Should your event be catered or are you more of a pot luck kind of group? You could also eat some meals at local restaurants as a group or allow people to get their meals independently.
- Continue to update social media
- Begin working on print projects:
 - Directory
 - Memory book

4 Months Before

- Submit all personalized souvenir/keepsake orders (if any)
- Finalize print projects for production
- Order decorations, signs, banners, etc.
- Begin seeking volunteers

6 Weeks Before

- Send print projects to printer
- Create a reunion day checklist
- Assign tasks to volunteers

2 Weeks Before

- Purchase any last-minute needs
- Verify with your committee that all tasks have been completed
- Reconfirm all reservations and services
- Review the final checklist

The FINAL DAYS Before

- Determine and verify staff contacts for the event at the facility and with all vendors
- Review final details with your committees

REUNION DAY

- Set up and decorate
- Thank your volunteers
- Problem solve
- ENJOY!!!

Pro tip: The most popular travel months, and the ones you may opt to steer clear of for your reunion are:

December

June

July

August

When choosing a date keep this in mind. Depending on when you begin sending out invitations, people may already have vacations or other events planned during these dates.

Pro tip: In the age of social media, it is important to keep your event pages on websites and networking sites up to date. It's a fast & easy way to get information out to your guests.