

School Reunion Event Planning Checklist for Alumni Coordinators

Organizing a successful **school reunion event** requires meticulous planning and coordination. This checklist helps alumni coordinators manage tasks such as venue selection, guest invitations, and activity scheduling. Following these steps ensures a memorable and well-organized gathering for former classmates.

Checklist

1. **Form a Planning Committee**
 - Recruit dedicated alumni volunteers
 - Assign roles (marketing, logistics, finance, etc.)
2. **Set the Date and Budget**
 - Poll potential attendees for preferred dates
 - Establish a budget and funding sources
3. **Select and Book the Venue**
 - Consider size, accessibility, and amenities
 - Sign contracts and confirm reservations
4. **Create the Guest List**
 - Gather contact information for alumni
 - Update and verify existing databases
5. **Send Invitations**
 - Design and send digital or printed invites
 - Set RSVP deadlines and track responses
6. **Plan the Program and Activities**
 - Decide on entertainment, speeches, or presentations
 - Organize memorabilia displays and group photos
7. **Arrange Catering and Refreshments**
 - Select menus considering dietary restrictions
 - Coordinate with caterers and finalize orders
8. **Secure Decorations and Supplies**
 - Order centerpieces, banners, and name tags
 - Prepare audio/visual equipment if needed
9. **Coordinate Day-of Logistics**
 - Set up venues and welcome tables
 - Assign volunteers to assist throughout the event
10. **Follow up Post-Event**
 - Send thank you notes to attendees and helpers
 - Collect feedback for future reunions
 - Share event photos and recap