

# Reunion Planning

A GUIDE FOR  
CLASSES & GROUPS  
IN YEAR 4 OF THE 5-  
YEAR CYCLE

# Welcome!

The Class Programs team is excited to support your Reunion planning efforts

Your Reunion staff contact will turn their full attention to your group in **late July/early August** of 2023

In the meantime, there are plenty of things your team can do to get the ball rolling with Reunion organization and planning including attending Reunion 2023 to get your creative juices flowing! You will hear from our office in early April with an invitation to register to attend Reunion 2023.

# Planning to attend Reunion 2023

Reunion 2023 chairs welcome your participation as sister-class planners

Once you receive registration information, please plan to register as soon as possible

You will find [sister-class details](#) on the [Reunion website](#)

Be sure to confirm possible cost reimbursement plans with your class president and treasurer. All registration costs will need to be paid up front and will be reimbursed post-Reunion

Review pre-Reunion survey feedback from your classmates to help inform what spaces and information you may want to seek while on campus to help you produce programs and events your classmates indicate would be interesting

# On campus scouting @ Reunion

## Planning Checklist

- ✓ Scope out sister-class HQs
  - ✓ What décor do they have?
  - ✓ Do you like the set-up and layout of hospitality areas?
  - ✓ How are they using committee member and clerks?
- ✓ Scout event venues
  - ✓ Visit as many spaces as possible that may interest you for programming or meals
  - ✓ Consider programming-venue fit
  - ✓ Note questions you have for staff about those spaces
- ✓ HAVE FUN!

# Next Up

WHAT CAN YOU EXPECT FROM JULY  
2023-JUNE 2024?



# Important timeline details

**July 2023:** Decision on Save-the-Date magnet postcard mailing

**Aug 2023:** Complete Reunion dining venue survey for Reunion 2024

**Aug 2023-January 2024:** Consider class/group programming and communicate faculty interest (if applicable) to your staff contact. Please do not go directly to faculty.

**Oct 14, 2023:** Attend Reunion Kickoff in Ithaca, NY

**Oct-Dec 2023:** Select caterers, meal choices & pricing, get contracts

**Nov-Dec 2023:** Draft Reunion budget

**Jan 2024:** Complete Reunion budget; set registration packages & fees, registration letter & schedule

**Feb 2024:** Attend mid-winter training for Reunion chairs

**Late Mar 2023:** Registration launches (late March)

**June 5, 2024:** Clerk/Chair Briefing

**June 6-9, 2024:** Reunion!

Things your  
Class Programs  
team wants you  
to know

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We look forward to giving you 110% of our attention post-Reunion 2023. We can't wait to dive into Reunion planning with you in late summer.

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Housing & HQ decisions are finalized in late summer 2023. Until then we are waiting on outstanding information on building availability for June 2024.

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Dining venue assignments are made in late summer/early fall 2023.



# Activities to get a jump on

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Identify affinity group leaders and encourage affinity outreach to ignite classmate enthusiasm to return for Reunion

Make sure your website has the dates of Reunion prominently featured. Website and social media content should be fresh and relevant

Review Pre-Reunion survey responses and look for themes, ideas, and program opportunities

Consider Reunion tasks that could be delegated to Reunion committee members and what your committee structure might look like

President should make sure a Nominations Chair/Nominations Committee is identified and begin discussing officer succession planning with fellow officers



# Reunion Committees

- Reunion committee members make a Reunion chair's jobs more manageable and can help by giving special attention to important touches that make your classmates' Reunion experience top notch.
- Now is a great time to think about some useful roles for classmates who indicated they would be willing to help with Reunion.
- **Committee areas of opportunity to consider:**
  - Dining
  - Decorating
  - Headquarters hospitality
  - Greeter
  - Forum liaison
  - Entertainment
  - Housing assignments



# Breaking down the planning process

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Each month beginning in fall of 2023 and ending in June 2024, Class Programs will send you a Reunion update message.

Updates will go out around the 1<sup>st</sup> of each month. With few exceptions, the request forms in the update will be due around the 15<sup>th</sup> of the same month.

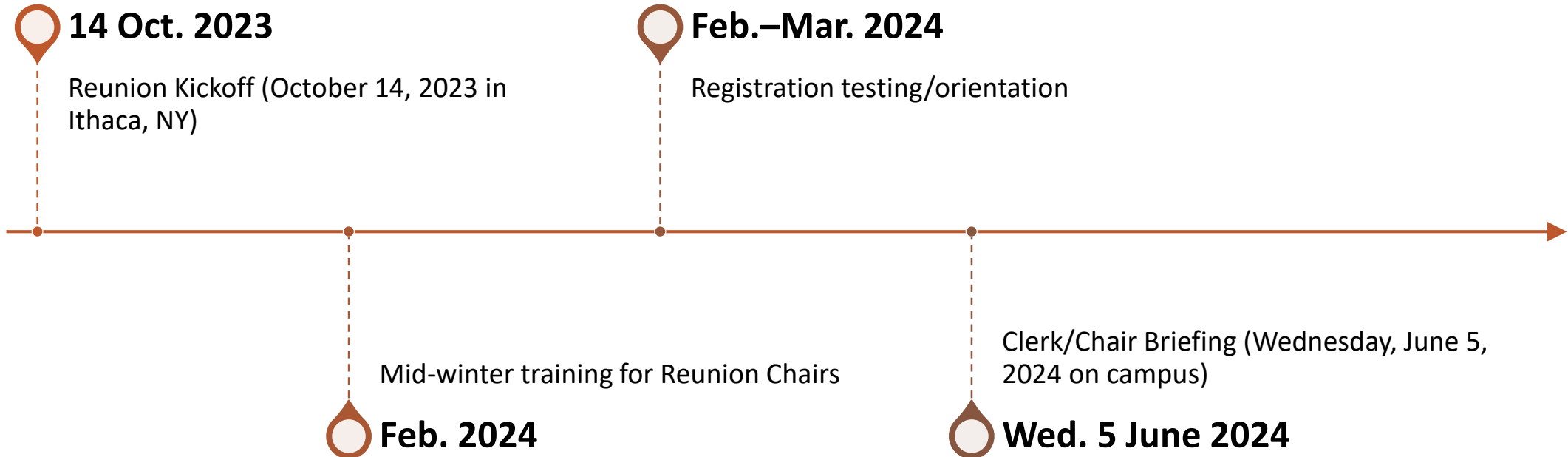
Breaking the planning process down by month makes it easier to manage and digest action items.

A robust set of resources will be available to help you make informed decisions.



# Training

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# Resources

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Reunion Planning  
Guide & Reunion  
Blog

Cornell Box archive  
(sister-class  
planning  
details/decisions)

First-hand  
observations made  
at Reunion 2023

Your Reunion staff  
contact

Pre-Reunion  
'24 Survey results

Post Reunion 2023  
Survey results  
(shared around the  
time of RKO '24)

# What to expect: September



What to expect:  
October

**Attend Reunion Kickoff: October  
14, 2023**

## **Update #1**

- Registration chair name and contact info (50<sup>th</sup> Reunion class & younger)
- Housing volunteer contact name and contact info
- Decide which planners on your team are authorized to make Reunion purchases

# What to expect: November

## Update #2

- Clerks
- Mailing #3 class-specific bullet points
- Budget (this will inform your registration fees and package prices)

Budget is not due until Dec. 1 and is open to continued refinement but should be your best estimate of attendance and realistic costs

Nominations information sent to Nominations Chairs and Class Presidents

Mailing #2 is sent: Reunion hotel blocks open for reservations



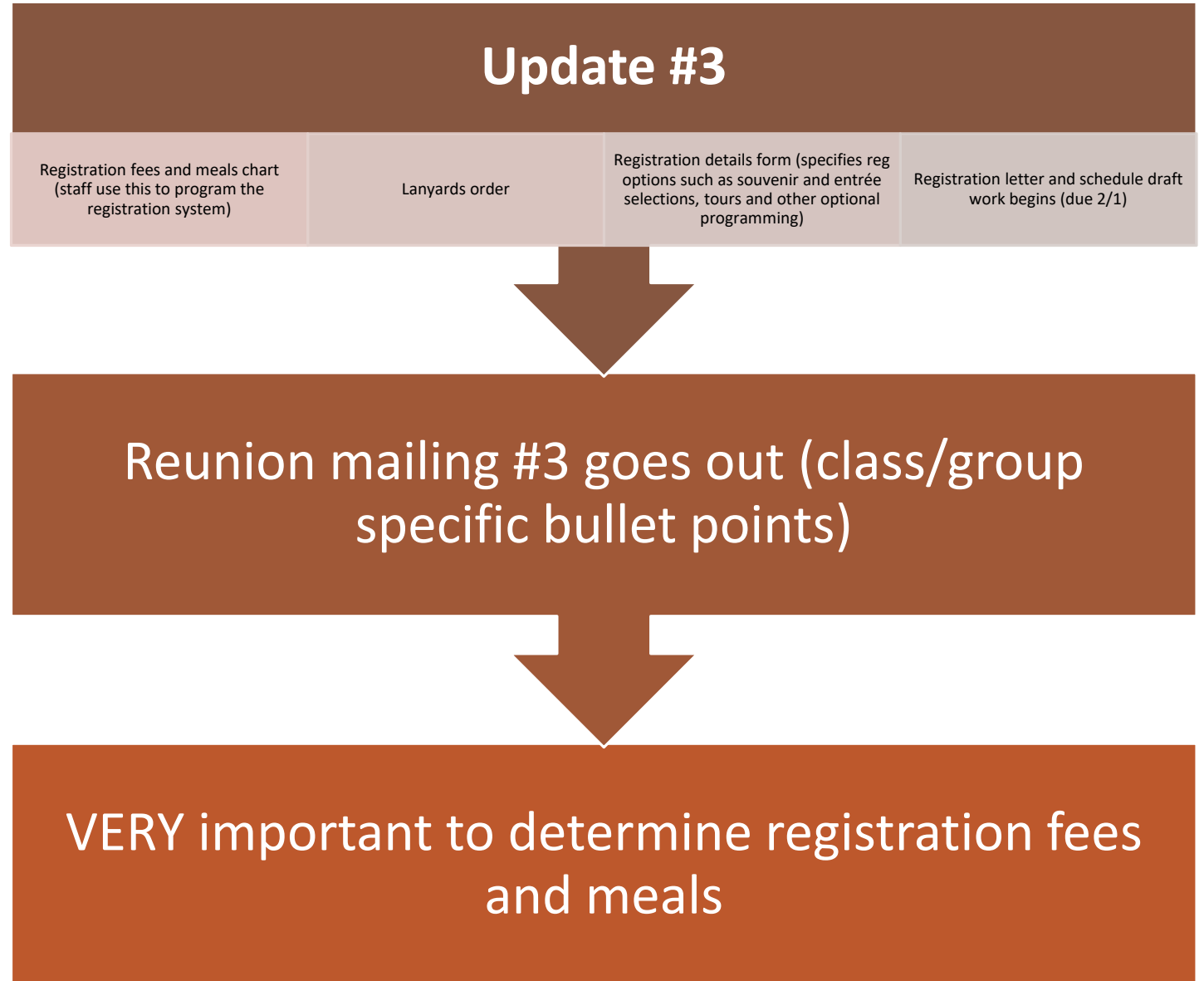
# What to expect: December

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Finalize	Finalize caterer selections and estimate meal costs in budget
Work	Work with Reunion staff contact on contracts related to catering and/or entertainment
Pin down	Pin down souvenir plans and cost for budget
Consider	Consider any programming that may have costs associated (PA/AV, facilities rental fees, special bus tour costs)



What to expect:  
January



#### **Update #4**

- Caterers (tell us who you are using for each meal)
- Special event busing
- Group photo
- Student performances

#### **Participate in mid-winter training for Reunion chairs**

Reunion registration fees programmed into registration database by staff

Registration orientation and testing

Reunion registration copy due (cover letter & schedule)

# What to expect: February



# What to expect: March

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## Update #5

- AV Rentals
- HQ Rentals
- Special guest visit

Test Reunion registration system (early-mid March)

Launch Reunion registration (end of March/early April)

Reunion registration materials sent to classmates

# What to expect: April

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## Update #6

- Beverage orders
- Significant food order

Field questions and special requests  
from classmates regarding registration

Nominations chairs finalize proposed  
slate of officers and share with Class  
staff contact





# What to expect: May

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## **Update #7**

Clerk/Chair briefing attendees  
Welcome packets/envelopes  
Early arrivals list



**Early Bird discount  
reminder message goes  
out to classmates**



**Early Bird registration  
discount deadline: May  
15<sup>th</sup>**



**Receive clerk assignments  
and bios**

# What to expect: June

## **Update #8 – Info ONLY; no request forms**

- Vehicle rental details
- HQ secure storage location info
- Local vendor list
- Accounting instructions
- Parking permit details for volunteers

Arrive to campus (Tuesday or Wednesday before Reunion)

**Clerk/Chair Briefing (Wednesday, June 5 at noon)**

**Reunion 2024! June 6-9**

# What to expect: July (post- Reunion)

## **Post-Reunion update DUE**

- Caterer evaluations
- Clerk evaluations
- Alumni Affairs evaluation
- Top 10 HQ tips

Approve final caterer invoices for payment or negotiate price/service issues if any exist

Begin plugging costs into “Budget Actuals” column of your Reunion budget



# What to expect: August (post-Reunion)

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01

Submit final budget  
actuals to Alumni  
Affairs

02

Provide class web  
community manager  
Reunion photos and  
stories to post on  
your class website

03

Pat yourself on the  
back for an awesome  
job!



Let's get ready for a  
fantastic Reunion 2024!

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