PLANNING TIMELINE

Four to six months before:

• Choose volunteers to assist with planning
• Discuss reunion ideas with experienced reunion organizers
• Gather your volunteers together and determine
  o what types of activities to include in the schedule of events
  o where to hold the specific events
  o what food to serve and where all meals will be served
• Contact Visit Baltimore at 800-343-3468 for leads on hotels, venues, caterers, entertainment and other reunion-related purchases
• Determine a budget
• Develop a mailing list of possible reunion attendees
• Consider opening a bank account
• Determine a contact person and mailing address

Two to four months before:

• Choose menus for each meal
• Send out initial invitations (we suggest using online invitations like www.evite.com) and include any registration for family/organizational directory
• Figure out approximate cost of entire reunion
• List any missing relations/members
• Finalize lodging, entertainment and restaurant reservations
• Send out first newsletter or informative letter on plans for reunion
• Send invitations to new people as they are found
• Have reunion members make their hotel reservations

Two months before:

• Meet with hotel staff and visit any facility that you will use
• Plan decorations and any other supplies you may need

Six weeks before:

• Complete directory of attendees and deliver to printer
• Confirm lodging, entertainment, talent and restaurant reservations
• Contact BACVA for brochures, maps, etc.
• Order reunion giveaway items, such as T-shirts or buttons
Two weeks before:
  Purchase decorations/supplies

Review checklist
  Determine facility and hotel staff contacts for events

Day before:
  • Review final details with volunteers
  • Solve any last-minute problems

Reunion day:
  • Set up displays and any rented equipment
  • Decorate
  • Have fun!

Afterward:
  • Settle accounts
  • Write thank-you notes to volunteers, hotel staff and caterer