

Princeton University - Office of the Alumni Association
2011 Reunions Planning Checklist - Sorted by Date

AREA OF RESPONSIBILITY	PROJECT STEP	DATE DUE	DONE	Checked by Reunion Chair
Reunion Chair	Solicit class for volunteers	01/01/10		
Reunion Chair	Thoroughly read Reunion Chairs Handbook	01/01/10		
Theme	Solicit suggestions for themes from class members	01/01/10		
Theme	Work with reunion committee and class officers to decide on theme	03/01/10		
Finances	Confirm that the class NJ sales tax exemption is in order and get a copy of the certificate from the Alumni Association staff	04/01/10		
Finances	Consult with class treasurer on setting up a separate Reunions bank account and bill payment procedures	04/01/10		
Finances	Review past Reunion Financial Reports	04/01/10		
Finances	Consult with Reunion Chairs and committee chairs to determine projected budgetary needs	05/01/10		
Children's Programs/Activities	Observe prior year reunions' children's and teen programs and Tiger Camp	06/01/10		
Community Service Project	Identify project with class officers and reunion committee	06/01/10		
Costumes	Solicit suggestions for costume content (jacket, vest, shirt, pants, shorts, etc.)	06/01/10		
Finances	Develop a preliminary budget that can recalculate costs with changes in headcount assumptions	06/01/10		
Food	Decide which meals will be provided by the reunion	06/01/10		
Headquarters	Review site and dormitories for usage ideas at prior Reunions (outdoor layout, dorm storage and common areas)	06/01/10		
Housing	Contact the Nassau Inn regarding room reservation procedures	06/01/10		
Housing	Contact the Westminster Choir College for rooms, if desired	06/01/10		
P-rade	Consult with other reunions committee members on theme, costumes and P-rade ideas	06/01/10		
Publicity/Promotion	Determine number of reunion mailings, the schedule of reunion mailings and who should receive them, in consultation with Reunion Chair	06/01/10		
Reunion Chair	Determine number of reunion mailings, the schedule of reunion mailings and who should receive them, in consultation with Publicity/Promotion Chair	06/01/10		
Reunion Chair	Appoint Artwork Chair	06/01/10		
Technology	Create initial class and reunion web pages, in consultation with class officers and reunion chairs	06/01/10		
Theme	Finalize theme selection	06/01/10		
Yearbook	Decide whether or not to publish a yearbook	06/01/10		
Yearbook	Decide whether to have a Class Survey	06/01/10		
Costumes	Work with other class and committee members to decide on costume components	06/15/10		
Finances	Determine preliminary budget	06/15/10		
Housing	Reserve blocks of rooms at local hotels	06/15/10		
Publicity/Promotion	Determine contents of each mailing	06/15/10		
Registration	Determine registration process you plan to use (online/paper-only/combo)	06/15/10		
Student Crew	Identify Student Crew Manager candidates at prior year's Reunions	06/15/10		
Artwork	Have artist develop central logo based on theme for use in stationery and mailings and on web site	07/01/10		
Community Service Project	Decide if any financial support is required, how much and how it will be obtained	07/01/10		
Finances	Decide what is included in the Reunion Fee (meals, costume, gifts, etc.)	07/01/10		
Finances	Determine reunion fee schedule for alumni, guests and children (early and regular registration and Saturday-only, if using)	07/01/10		
Finances	Determine Break-Even alumni attendance number	07/01/10		
Publicity/Promotion	Begin designing reunion letterhead, in consultation with Artwork Chair	07/01/10		
Publicity/Promotion	Send Save-the-Date postcard mailing to class (include request for TigerNet contact information update)	07/01/10		
Publicity/Promotion	Begin work on initial draft of first mailing	07/01/10		
Publicity/Promotion	Coordinate with Yearbook Chair to decide whether to include the Class Survey/Yearbook Questionnaire in a reunions mailing or to send separately	07/01/10		
Publicity/Promotion	Send final camera-ready information for first mailing to class president for inclusion in August 1st mailing	07/01/10		
Theme	Work with Artwork Chair on logo design	07/01/10		
Yearbook	Determine proposed approaches and budgets and review with reunion committee	07/01/10		