

REUNION PLANNING TASKS TO BE DONE

1. BUILDING

Contract with Chamber of Commerce for Bill Franklin Center
Security arrangements to discuss with Chamber
Arrangements for cleanup to be clarified with Chamber
Arrangements for Tables, Podium / Platform / Bandstand
Sound system to be checked in advance
Room set up to be arranged with FFA group or other

2. REGISTRATION

Website - provide information for updates frequently

Registration kits to class reps - When to reps? When to classes?

1. Instructions to Reps for mailing and reimbursement
2. Invitation / letter
3. Current Registration form
4. Current CHS Alumni Association Membership form
5. Current CHS Alumni Association Golf Tournament form

Registration for host class may be different to include:

1. Invitation Page (brief summary, news)
 2. Registration form specific to class activities
Include request for Live/Silent Auction items
 3. Current CHS Alumni Association Membership form
 4. Current CHS Alumni Association Golf Tournament form
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3. MEALS

Saturday Lunch – get quotations and choose caterer

Friday night (if scheduled)

Menu/location
Drinks, tea
Paper goods, utensils
Ice
Servers
Cleanup

Saturday night (if scheduled)

Menu/location
Drinks, tea
Paper goods, utensils
Ice
Servers
Cleanup

Sunday breakfast (if scheduled for host class)

Menu/location
Drinks, tea
Paper goods, utensils
Ice
Servers
Cleanup

4. OTHER FOOD

Saturday Morning

Coffee, milk, sugar, stirrers
Juice
Water
Donuts or other?
Paper goods

Saturday Afternoon

Coffee, milk, sugar, stirrers
Water
Other?

Dance

Soda
Other?

5. PREPARATIONS

- **TABLE DECORATIONS** - also obtain Class Year table signs from previous reunion. Collect the signs afterward and pass to next year.
- **BANNERS**
Check on hanging banners inside and outside.
Obtain the "Welcome, Bluecats!" banner from previous reunion.
Ladders available?
- **PROGRAMS**
Prepare program content. Designate MC.
Plan, prepare, and print/copy handout program.
- **NAMETAGS**
Made by Class Reps or 50th Registrar?
- **SPECIAL INVITATIONS**
Former faculty members
Current Scholarship Recipients and parents
High School Principal
- **LIVE/SILENT AUCTION** - Auctioneer
Set up – Tables, receipt, display, auction sheets, pens, etc.
Set time to close bidding, award items, and collect funds
- **TABLES**
Registration table
CHS Alumni Association Signup table
50/50 Raffle and Silent Auction tables as needed
- **MENTOS OR AWARDS?**