

Class Reunion Planning Guide

A practical planning checklist for class reunions, alumni gatherings, school anniversary events, and informal reunion celebrations.

School: _____	Class Year: _____
Reunion Date: _____	Years Since Graduation: _____
Venue: _____	Expected Guests: _____

6-12 Months Before

- Form a small reunion committee and assign clear responsibilities.
- Choose a target date and one or two backup dates.
- Create a rough budget and estimate the likely ticket price.
- Build an initial classmate contact list from yearbooks, social media, alumni groups, and personal contacts.
- Reserve a venue that fits the expected attendance, parking, accessibility, and entertainment needs.
- Decide whether spouses, partners, teachers, coaches, or other guests will be invited.
- Choose the overall style: casual mixer, dinner and dancing, picnic, banquet, weekend reunion, or other format.
- Open a dedicated email address or online group for reunion communication.

4-6 Months Before

- Send a save-the-date notice.
- Book the DJ or entertainment, caterer, photographer, photo booth, and rentals if needed.
- Set ticket pricing and establish how payments will be collected.
- Create a simple registration form that collects names, contact information, guest names, and special needs.
- Begin planning decorations using school colors, yearbook themes, or graduation-year nostalgia.
- Start collecting old photographs, yearbook pages, school memorabilia, and class memories.
- Decide whether there will be a memorial tribute for classmates who have passed away.
- Contact former teachers, coaches, or staff members you may want to recognize.

2-3 Months Before

- Send formal invitations or registration information.
- Post reunion details regularly in the class group or social media page.
- Track paid registrations separately from people who only say they are interested.
- Finalize the food and beverage plan.
- Choose entertainment activities such as trivia, class superlatives, memory cards, or a slideshow.
- Create a music request list featuring songs from the class years plus current dance favorites.
- Plan name tags that include maiden names or former names when helpful.
- Arrange hotel information or room blocks if many classmates will travel.

1 Month Before

- Review registrations and follow up with classmates who have not responded.
- Give the venue and caterer an updated attendance estimate.
- Finalize the event timeline.
- Prepare the memorial display, slideshow, video, or tribute.
- Confirm speeches, welcome remarks, class recognition, and any special presentations.
- Create a list of group photos you want to capture.
- Confirm DJ/MC announcements, music preferences, and special activities.
- Purchase or prepare name tags, signs, decorations, table displays, and registration supplies.

1 Week Before

- Confirm the final guest count with the venue and caterer.
- Confirm all vendor arrival, setup, performance, and breakdown times.
- Print the final registration list and name tags.
- Test the slideshow, videos, music files, and presentation equipment.
- Prepare a check-in table with pens, markers, blank name tags, and payment notes if needed.
- Organize all decorations and supplies in clearly labeled boxes.
- Create a short contact sheet with committee and vendor phone numbers.
- Assign one person to handle unexpected issues so the reunion hosts can enjoy the event.

Reunion Day - Before Guests Arrive

- Set up the check-in and name-tag area near the entrance.
- Place directional signs where guests can easily find the event room.
- Set up memory tables, yearbook displays, school memorabilia, and the memorial tribute.
- Check tables, linens, centerpieces, signage, and decorations.
- Test microphones, slideshow equipment, and video playback.
- Confirm the event timeline with the DJ/MC, caterer, photographer, and committee.
- Make sure exits, walkways, and the dance floor are clear.
- Have blank name tags available for last-minute guests or spelling corrections.

During the Reunion

- Allow generous social time at the beginning so classmates can reconnect.
- Keep formal announcements and speeches brief and meaningful.
- Recognize teachers, staff, or committee members if appropriate.
- Include a respectful memorial moment for deceased classmates if planned.
- Take the main class group photo before guests begin leaving.
- Use music from the class era to trigger memories, but mix in familiar dance music for all ages.
- Avoid over-scheduling; classmates usually value conversation and reconnecting most.
- Encourage guests to update their contact information for future reunions.

Ideas for Reunion Activities

- Then-and-now photo display.
- Guess the classmate from an old school photo.
- Trivia about the school, teachers, sports, music, and local events from the graduation era.
- Memory cards where guests write a favorite school memory.
- Photo booth with school colors, mascot props, or graduation-year signs.
- Slideshow featuring yearbook photos and reunion submissions.
- Recognition for longest distance traveled, longest marriage, most grandchildren, or other lighthearted categories.
- A memory table with old programs, jerseys, newspapers, awards, or yearbooks.

Quick Reunion Timeline

Time	Activity / Moment	Person Responsible
_____	Doors open / check-in / social time	_____
_____	Welcome / opening remarks	_____
_____	Meal / refreshments	_____
_____	Memorial recognition / tribute	_____
_____	Slideshow / class memories	_____
_____	Group class photo	_____
_____	Dancing / entertainment / activities	_____
_____	Final announcement / reunion close	_____

Planning Tip: A reunion does not need a packed program. The biggest reason people attend is to reconnect. Plan a few meaningful moments, then protect plenty of time for conversation, photos, music, and informal catching up.