

Event Planning Check List

Compiled by Karl Foerster, GHS Class of 1968

This list is just a general event planning guideline. It is far from inclusive, nor does every item need to be acted upon.

• Find Missing Classmates:

- Internet search
- Call family members
- Call friends
- Call neighbors
- Call employers
- Phone book search
- Real estate records
- Social security death index
- Marriage/divorce records
- Check previous "ways to find form"

• Call Found Classmates:

- Ask if they received the information
- Tell them the fun things you have planned
- Ask if they plan to attend
- Ask if there is someone they would especially like to see again
- Ask if they need the forms again
- Confirm address, phone number, email address, etc.
- Take memory book information if they do not intend to return the form
- Ask for future contact information & who will know where they are in the future
- Ask if they know where to find the missing classmates & read list
- Ask if they have any questions
- Suggest they bring memorabilia clearly marked with their name
- Suggest they bring photos & a list those in the photos
- Tell them how much we are looking forward to seeing them again
- Ask the reason they are not attending: budget (suggest they come to the Dutch treat breakfast), distance, lack of interest, activities that are planned, scheduling conflict, etc. (tell them the information is to assist the committee with planning future reunions)

• Memory Book:

- Prepare memory book questionnaire - mail with registration forms
- Send information for typesetting
- Proof read
- Purchase supplies
- Prepare advertising pages
- Prepare cover page
- In memoriam for deceased classmates
- Time-line of events since graduation or first grade

- Thank you page for advertisers
- Thank you page for donors of door prizes/goodie bag items
- Committee thank you
- Class will
- Class prophesy
- Photo collage
- Print
- Assemble
- Label and put in goodie bag

● **Advertising:**

- Prepare information brochure including class demographics
- Solicit camera ready advertising
- Prepare thank you certificate
- Deliver or mail thank you certificate
- Give the advertiser a copy of memory book and/or their ad

● **Memorabilia:**

- Collect memorabilia
- Label ownership
- Get display boards
- Collect/purchase display materials, ea. Tape, tacks, pins, paper, table cover, etc.
- Letter sweater, pep club uniform, prom dress, saddle shoes, penny loafers, dried corsages, sophomore beanie, graduation tassel, photos, trophies, autograph books, slam books, play programs, scrapbooks, Eagle Eye newspapers, diploma, report cards, napkins/swizzle sticks from senior dinner, magazines, transistor radios, pompoms, baton, megaphone, etc. etc.

● **Year Books:**

- Copy pages for display (clubs, sports, etc.)
- Copy senior pictures 3x
- Copy reduced-size senior pictures 2x
- Copy senior pictures 2x (years)

● **Name Tags:**

- Select Friday and Saturday evening tags
- Purchase materials including glue sticks, blank tags & bold pens for Saturday morning breakfast
- Setup mail merge for names and cities (where living now)
- Print tags using greeting card/publishing software
- Scan or Glue on pictures
- Assemble name tags
- Put Friday tags in bowl for random drawing & mixer
- Put Saturday tags in goodie bag along with meal tickets etc.

- **Music/Entertainment:**

- Purchase or borrow CDS
- Check with school or bring sound system (don't forget extension cords)
- Setup and maintain throughout the evening
- Live performances?
- Karaoke? Talent show?

- **Program:**

- Emcee
- Welcome
- Announcements
- In memoriam
- Committee thank you
- Invite reminiscing
- Keep it short and simple

- **Door Prizes and Goodie Bag Items:**

- Prepare information brochure for solicitation purposes
- Solicit items (100 goodie bags)
- Prepare and send thank you
- Make thank you signs for goodie bag table
- Make thank you signs for door prize table
- Thank you in memory book
- Drawing tickets made with greeting card/publishing software
- Poster to display winners (also tape or tacks, etc)
- The more the better

- **Friday Food:**

- Finalize menu (hot dogs, chili, chips, soda, water, tea, vegies, condiments, dessert) ice, table cloths, napkins, plasticware, plates, cups, coolers,
- Crockpots, thermos, serving utensils, ice containers
- Shopping

- **Souvenirs:**

- Pick up
- Prepare labels
- Unpack boxes,
- Label
- Repack boxes
- Put in goodie bags

- **Publicity:**

- Prepare publicity and missing classmates list

- Contact the Arizona Silverbelt; Arizona Republic; Tucson Citizen; Arizona Daily Star; other Valley/Tucson newspapers
- Radio stations
- Television stations
- Gila County District #14
- Globe High School

● **Registration:**

- Prepare lists
- Several Excel spreadsheets (paid, due, etc.)
- Nametags
- Goodie bags
- Memory book
- Meal tickets
- Souvenirs
- Set up table
- System for late registrations and pay-at-the-door
- Supplies (pens, paper, extra name tags, tape, envelopes, etc.)

● **What do we do about?**

- Those who didn't pay fixed costs
- Those who didn't pay late registration fee
- Those who cancel after cutoff date and hardship cases
- Gatecrashers
- Those who claim to have registered and/or paid but didn't

● **Extra events (car show, golf game, etc.)**

- Invite participation
- Coordinate displayers
- Thank you in memory book
- Invite displayers for dinner on June 28th
- Make window cards

● **Decorations Friday**

- Pompoms
- 45 records
- Year book photos
- Eagle Eye newspapers
- Memorabilia
- Supplies

● **Video**

- Audio-visual equipment
- Previous reunion videos

- **Photography**

- Professional photographer?
- Disposable cameras?
- Digital photos and video at registration table?

- **Setup and cleanup Friday**

- Tables and chairs
- Food tables
- Registration table
- memorabilia tables & displays
- In Memoriam table
- Music
- Door prizes and goodie bags
- Trash containers
- Mop and spill supplies

- **Bookkeeping**

- **Notebook**

- **Invite teachers, principal, staff**

- Identify location of teachers
- Prepare invitation and mail
- Phone

- **Table decorations Saturday**

- Mirror square, candles, gladiolas

- **Reunion report card**

- Distribute for feedback - ask they leave completed forms on tables when they leave

- **Reunion committee**

- Envision
- Research
- Plan
- Delegate
- Execute plan
- Relax
- Enjoy
- Celebrate