**REUNION PLANNING WORKSHEET**

Reunion planning worksheet for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are celebrating our \_\_\_\_\_\_\_ reunion.

Our class celebrated the following reunions in the past (circle):

5 10 15 20 25 30 35 40 45 50 55 60 65

What do we want to accomplish during our reunion (check all that apply):

* Reminisce about our school days
* Hear from current students
* Hear from the Dean of the FoMD
* Hear from past professors
* Tour the faculty / see how things have changed
* Create a biography book or other legacy piece (e.g. photo slideshow)
* Create or grow a class gift or fund
* Have a family friendly portion to our reunion, meet children/ grandchildren of classmates
* Remember our classmates who have passed away
* Include a continuing education component
* Learn about groundbreaking research coming out of the FoMD
* Hear what classmates have done since the last time the class connected
* Celebrate classmates who have led particularly remarkable lives
* Nominate a classmate for an Alumni Award, deadline is Dec 15.
* Other:

Dates of our reunion:

* Alumni Weekend, September 23 – 27, 2020
* Other:

Planning your event during Alumni Weekend allows you to fill out your schedule with high quality, engaging events.

**First, circle the Alumni Weekend events you want to encourage your classmates to attend as a class.** We strongly encourage that you attend the FoMD Alumni Brunch as a class. All Class Organizers will receive two complimentary tickets to this event! For 50th anniversary classes, we encourage you to attend Cap ‘n’ Gown as a class. The Golden Grads Dinner is a great option for those celebrating 40+ years since graduation; keep in mind that the ticket price of $70 is subsidized. To do your own private event will likely cost each participant at least $120.

**Second, slot in any private class events you want to host.** A very common formula for class reunions is a private welcome reception on Friday and a private dinner on Saturday. Some classes like to add a special activity such as a family picnic, a private ride on the High Level Bridge Streetcar, indoor go-karting or a roundtable update (each classmate speaks for 10 min).

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| --- | --- | --- | --- |
| **Thursday, Sep 24** | **Friday, Sep 25** | **Saturday, Sep 26** | **Sunday, Sep 27** |
|  | Cap ‘n’ Gown Ceremony & Reception 8:30 – noonFree | U of A in a Day9:30 – 2:30 pm $10 | Kids on Campus 10 – 4 pmFree | FoMD Alumni Brunch10:30 – 1:30 $20 |
|  | Campus Tours 1 – 2 pm or 2 – 3 pmFree | Campus Tours 12 – 1 pm or 1 – 2 pmFree |  |
|  | What Will Your Legacy Be? 2:30 – 4 pm Free | Keynote lecture 3 – 4 pm $15 | Dental Hygiene Reunion Reception 3 – 5 pm $10 |  |
| Alumni Awards Ceremony and dessert reception 6:30 – 10 pm Free | TBD – Golden Bears Hockey & Block Party$25 | **Option for private class welcome reception**  | Golden Grads Dinner 5:30 pm$70  | Medical Laboratory Science Alumni Reception 6 – 9 pm Free | **Option for private class dinner** |  |

Outline what you want to see for each private event you’d like to host. Coming up with this outline at the start is important so that when you start looking for venues and other vendors, you can find appropriate options.

Attendees

* Classmates
* Spouses of classmates
* Children / grandchildren of classmates
* Former professors
* Other:

Approximate expected number of guests:

Event style

* Seated meal, open seating
* Seated meal, seating chart
* Cocktail reception
* House party
* Outdoor picnic
* Party

Food

* Buffet meal
* Plated meal
* Appetizer buffet
* Passed appetizers
* Potluck
* BBQ
* Light snacks
* No food

Bar

* Cash bar
* Open bar
* Limited drink tickets included
* No alcohol

Drinks

* Punch
* Coffee / Tea
* Non-alcoholic drinks provided
* Non-alcoholic drinks for purchase

Dress code

* Casual
* Business casual
* Dressy casual
* Semi-formal
* Formal

Entertainment / Program

* MC
* Speeches
* Photo slideshow
* DJ
* Dancefloor
* Photobooth
* Entertainers (street performers, circus performers, etc.)

Considerations

* Parking
* Accessibility
* Noise control
* Dietary restrictions
* Security concerns
* Décor
* Weather (backup plan for outdoor events)
* Audio Visual requirements
* Ticket price max