

Plan a class reunion in 10 steps

Tick each box as you go.
From the video "How to Plan a Class Reunion (Step by Step)"

1 Start early, with a small team

9 to 12 months out

- ☐ Get **3 to 6 people**, one job each: venue, treasurer, finder, the night
- ☐ Only one person talks to the venue
- ☐ Pick a date (a summer or early fall Saturday). Check graduations, holidays, the big local game

3 Read the venue contract

- ☐ Is there a **food and drink minimum**?
- ☐ How much is the **deposit**, and can you get it back?
- ☐ When do they need the **final headcount**? That's your ticket deadline
- ☐ Minimum needs 100 and you expect 60? Find a smaller room

5 Price the ticket

- ☐ Add up fixed costs (room, DJ, printing) and divide by your low headcount
- ☐ Add food per head. That's your cost per guest
- ☐ **Early bird** at cost until 2 months before; **regular** (+\$10) until the headcount date

7 Find everyone, then remind them

- ☐ Post a **missing classmates** list from the yearbook
- ☐ Ask every buyer to bring two names
- ☐ 4 messages: save the date (6 months), invite, early bird reminder, last call (3 weeks before the headcount date)
- ☐ One link everywhere: the group, email, texts

9 The night

- ☐ Welcome table at the door, name tags A to Z
- ☐ Two committee members scan tickets on their phones
- ☐ Print the guest list the night before

2 Guess low on turnout

- ☐ Plan for **10 to 15%** of the living class, **20 to 25%** with partners
- ☐ Class of 300: plan for about **60 people**, not 200
- ☐ "Interested" isn't a headcount. Only a paid ticket counts

4 Give the reunion its own account

- ☐ Get a free **EIN** at irs.gov (never pay a site for one)
- ☐ Open a bank account in the reunion's name
- ☐ Two people see every statement
- ☐ Don't call tickets tax-deductible donations

6 Sell tickets, get the money in early

- ☐ Ticket types: Early Bird, Classmate, Guest, each with a **sale end date**
- ☐ Ask at checkout: name in high school, guest's name, "can we list you as coming?"
- ☐ Add-ons (shirts), a refund rule on the page, a short link
- ☐ Pass the fees to the buyer so the reunion keeps the full price

8 Make it worth coming

- ☐ Post who's coming (the people who said yes)
- ☐ **Senior yearbook photo** on every name tag
- ☐ Slideshow, then-and-now photo wall, a quiet memorial table
- ☐ Hotel block; a casual Friday meetup

10 The week after

- ☐ Thank-you message with the group photo
- ☐ Ask for a few dollars of **seed money** for the next one
- ☐ Export the list; next time, duplicate the event

Your price, worked out (example: 60 people)

Room + DJ + printing and decorations	\$1,150
÷ 60 people	\$19
+ food per head	\$38

Cost per guest	about \$57
Early bird / regular	\$60 / \$70

Your numbers

Living classmates × 20%	_____
Venue headcount date	_____
Deposit due	_____
Early bird ends	_____
Ticket link	_____