

Overview of Reunion Committee Planning Calendar

- September Reunion Workshop Session #1: Class Gift
- October Giving Day and Reunion Workshop Session #2: Communications
- November Reunion Workshop Session #3: Programming
- December Alumni College and Alumni Recital nominations due
- January Your Reunion year is here; finalize class program offerings
- February Develop faculty invite plan
- March Ramp up communications: registration opens next month!
- April Registration opens
- May Continued registration promotions; finalize plans for the BEST REUNION EVER
- June REUNION!

Programming

Tasks to be assigned for Reunion 2024

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	Dinner Program	
	o Emcee(s)	
	 Additional speakers 	
	 Invocation 	
	 Slideshow 	
	 Activities/games 	
	 Faculty invites 	
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>	Class Specific Programming	
>	Class Gift Presenter(s)	
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Hospi	itality	
>	Social Headquarters	
	Decorating	
	Staffing	
	Beverage/Snacks	
	Programming	
	Clean Up (required)	
	Promotions	

>	Committee Secretary*Take and distribute minutes for conference calls, etc.			
\triangleright	Faceb	Facebook		
	*Crea	te group, invite classmates		
>	Social	Social media posts (1 per month minimum)		
	0	September		
	0	October		
	0	November		
	0	December		
	0	January		
	0	February		
	0	March		
	0	April		
	0	May		
	0	June		
>	Print			
	0	Legacy Circle postcard, due Nov.		
	0	Volunteer Letter, due January 5		
>	Email			
	0	Email #1, due Sept. 12		
	0	Email #2, due Oct. 4		
	0			
	0	Email #4, due Feb. 29		
	0	Email #5, due April 9		
	0	Email #6, due May 9		
	0	Email #7, due June 19		
>	Video			
	0	Giving Day ThankView videos, due Septe	mber 28	
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		XXX Solicitable Alumni) & Attenda		
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> Cmt. Member Name ______# of Classmates Selected XX

	Cmt. Member Name	# of Classmates Selected XX		
Additi	ional Needs			
*Comr	nittee members OR help us identify classmates			
>	Alumni College Presenters *Suggestions for classmate/current or former faculty Alumni College presenters			
>	Alumni Recital Performers			
	*Suggestions for Alumni Recital performers			
>	Alumni of Color Reception Advocates* *Attend Alumni of Color Reception and encourage classmates to join			
>	LUBAN (Lawrence University Black Alumni Network) Reception Advocates - *Attend LUBAN Reception and encourage classmates to join			
>	Reflections of Gratitude and Remembrance Advocates/Program Leads *Attend Sunday morning service and encourage classmates	to join		