



Reunions

Description:

Reunions serve the purpose of reuniting old friends who can share stories, memories, and their future endeavors with people who have had an impact on their lives. Reunions can be among old friends or coworkers and have many different possibilities for what type of social event it can become. Please note that although this guideline is directed towards having a reunion at a venue such as a hotel, convention center, etc., you also have the option of using peoples' homes and public parks to throw a reunion. There are many options for where to host a reunion.



Audience:

The audience is to be determined by the group in charge. Do you want to include families and friends of those reuniting?

Goals:

When throwing an event, the group should always consider and establish what the goals are for the program. Is this a fundraiser? What are you fundraising for? Is the goal just to have fun and have education about Peace Corps on the side? Recruiting tactic? Once an idea is brought up, it's important to sit and talk about your goals as a group.

Before

SIX MONTHS

- Decide how many guests you want to have
- Create the Guest List for a final head count of how many you are expecting
- Pick a Venue and sign contract with venue for the event
- Because you must allow travel time, you must create your Guest List early allowing 6 months ahead of time
- Look up contact information for all guests
- Send out invitations as soon as that guest list is completed. (e-mail might be best if people are scattered)
- Pick a theme for your reunion to coincide with decorations, food, and program



- Allowing extra time in advance is important also because most reunions, people need to pay for their ticket to the reunion to accommodate the food served and the venue.

TWO MONTHS

- Based on the guest list, start thinking about table arrangements (who will be sitting where)
- Does the venue supply tables, table clothes and chairs? Hotel banquet halls or convention rooms have nice packages that include the room, the tables, the food, and the cloth.
- Rent tables if need be checking with party supply places
- Decorations committee should be finalizing the materials needed
- Start thinking about the program for the evening
- Contact speakers if wanted
- Set aside at least one table for registration/welcome booth where guests can sign in and find their seating arrangement

THREE TO FOUR WEEKS BEFORE

- All the logistics should be finalized
- Reconfirm the Venue for the event
- Send out reminder cards (hope to see you) to the confirmed guests
- Create name cards to place on table
- Create nametags to have at the registration or welcome booth
- Finalize the caterer or food arrangements
- Reconfirm with speakers
- Sign the contract with the musician or performer if chosen



TWO WEEKS BEFORE

- Reconfirm with the venue
- Arrange for there to be greeters at the registration/welcome booth

During

- Have the registration/ welcome booth up and ready with the name cards and name tags ready to go
- Have greeters at the welcome table
- After following the concerts guide, make sure that any AV tech equipment is properly working for the DJ, sound system or performer.
- Have the program all laid out

After

- Clean up crew, this event is a larger event so make sure you have enough people to clean up
- Send thank you for attending cards to all guests
- Send thank you cards to your committees
- Send thank you card to the venue as establishing good relations with venues will help later when you want to use them again for an event