

Class of 1976: 50th Reunion Committee Checklist

Fifty Year Club induction

Event details: Friday, Oct. 9 from 11 a.m.-1 p.m. in Homecoming tent (class photo to follow at 1:15 p.m.)

Class Speaker:

Which committee member will reach out to invite speaker:

Class attendance goal

Percentage and total number of your class attending:

Total anticipated number of alumni + guests attending:

Class Event Details

THURSDAY, October 8

Start time:

Event Type: *Informal welcome reception recommended*

Venue Choice #1:

Venue Choice #2:

Menu Choices:

Appetizers:

Dinner Tier:

Number of drink tickets per person for hosted bar (no cash bar available for on-campus venues):

Program/Speaker (*please specify classmate or college staff/faculty member name*):

FRIDAY, October 9

Start time:

Event Type: Reception or dinner

Venue Choice #1:

Venue Choice #2:

Menu Choices:

Appetizers:

Dinner Tier:

Number of drink tickets per person for hosted bar (no cash bar available for on-campus venues):

Program/Speaker (*please specify classmate or college staff/faculty member name*):

SATURDAY, October 10

Start time (event should start 6 p.m. or later):

Event Type: Reception or dinner

Venue Choice #1:

Venue Choice #2:

Menu Choices:

Appetizers:

Dinner Tier:

Number of drink tickets per person for hosted bar (no cash bar available for on-campus venues):

Program/Speaker (*please specify classmate or college staff/faculty member name*):

Photo Slideshow

Do you plan to share a video or slideshow at any of your events? Yes No

Please indicate which event(s):

Committee member(s) responsible for collecting photos and creating slideshow:

Class invitation

Completed during work session? **Yes No**

If not completed, which committee member will provide to staff by March 16?

1st Zoom Meeting

Schedule 1st Committee Zoom Meeting

Please indicate the **day and time below** (MT) the committee selected for their first call:

- Monday, April 6, 1-2 p.m.
- Monday, April 6, 3-4 p.m.
- Tuesday, April 7, 10-11 a.m.

Class outreach

Have committee members selected up to 20 classmates for personal outreach: **Yes No**

Additional reunion ideas/comments/questions