

1-2 months before event

- Finalize agenda
- Finalize catering menu and get final menu pricing
- Determine event agenda & print
- Contact rental company
 - Determine rental needs (i.e. tables, chairs, tents, etc.)
 - Get rental contract if needed; sign and return
- Determine the final cost and what it includes (deposits, tax, gratuity, service charges)

3-4 weeks before event

- Work with venue to determine final layout for the event
 - Make sure if additional rooms or venues are needed, they are reserved and all special needs are addressed
- Recruit volunteers for the event if needed (registration table, photos etc.)
 - Distribute the itinerary/agenda/tasks to volunteers
- Send event agenda/itinerary to guests
- Contact hotel and get final rooming list

2 weeks before event

- Prepare event collateral, handouts, etc.
- Give final count to caterer (usually 7-10 days before a large event)
- Recruit additional volunteers for the event if needed
- Follow up with hotel, caterer and other accommodations to check if any details have changed

1 week before event

- Develop final guest list
 - Distribute to VIPS, OUAA and volunteers
- Confirm rentals and give final numbers, make any additions or changes
- Make name badges (*see Reunion form- link*)
- Contact caterer for last minute additions or changes
- Receive or pick up reunion items requested from OUAA

Day of Event

- Arrive at venue 1-3 hours before event, depending on set-up needs such as catering and rentals
- Have reunion folders and cards (provided by OUAA) at the registration table for Alumni to update their information
- Make last minute nametags if needed, be prepared for walk-ins
- Enjoy the event!

After the Event

- Make notes on attendance and improvements for next time
- Clean up, return any last minute items
- Write thank you notes
- Pay hotel, catering, rental bills etc.
- Add pictures to the [Gateway]
- Complete & send event evaluations
 - Send Alumni update cards to OUAA