

## Reunion Planning Guidelines - On Campus

Here is the general timeline to follow when beginning to plan a reunion. Keep in mind that larger events will need more time.

### Before setting a date

- Begin to plan themes and have a general idea of what event should look and feel like
- Make sure key guests can or will attend the event
- Send out request/ invitation to the key participants
- Determine the size of the event (i.e. number of guests to invite/attend)
- Determine budget for event

### Once the date is set:

#### 6-12 months before event

- Contact the OU Alumni Association to review items and services provided (*see Reunion form- link*)
- Contact the Alumni Association to reserve campus venues (some examples below). (*see Reunion form- link*)
  - ❖ [Baker Center](#) & [OU outdoor spaces](#)
  - ❖ [Konneker Alumni Center](#)
  - ❖ [Nelson Commons](#)
  - ❖ [Kennedy Museum of Art](#)
  - ❖ [Bromley Hall](#)
  - ❖ [Walter Hall Rotunda](#)
  - Determine [parking](#) areas & cost to include in invitation information
- Contact OUAA to reserve a block of rooms at [Ohio University Inn](#) or other [Athens area hotels](#)
  - Request contract to review, return signed copy
  - Have guests call in and make their own reservations/deposits
- Schedule marketing services offered by the Alumni Association (*see Reunion form- link*)
  - [OU Alumni Online Calendar](#)
  - [The College Gate](#)
  - [Gateway](#)
  - [Ohio Alumni Monthly Email](#)
  - [Ohio Today](#)
  - [Special Event Email](#)
- Send a save the date card if needed
- Develop invitations if needed

#### 3-6 months before event

- Finalize invitation and send to printers
- Determine special needs for the event (i.e. florist, photographer, etc.)

#### 2-3 months before event

- If on campus, contact [Baker Center Catering](#) to set an appointment to discuss menu options
  - Ask when caterer needs final count for meals
- Send invitations to guests
  - Determine RSVP date and send invitations at least 4 weeks before that date
- Develop agenda for the event
  - Confirm any special guests/speakers
- Contact [florist](#), photographer, etc. if needed
- Order any special items (giveaways, t-shirts) needed for event (*see Reunion form- link*)
- Reserve transportation with [Transportation/Parking Services](#) for event guests if needed

continued⇒

**1-2 months before event**

- Finalize agenda and get approval from the appropriate people
- Finalize catering menu and get final menu pricing
- Determine event agenda & print
- Determine rental needs (i.e. tables, chairs, tents, etc.) & contact [Bedrock Party Rentals](#)
- 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
- Schedule volunteers for the event if needed (registration table, photos, etc.)
  - Distribute the itinerary/agenda/tasks to volunteers
- Send event agenda/itinerary to guests

**2 weeks before event**

- 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 ([wheel chair rentals](#)) 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/order name badges (*see Reunion form- link*)
- Contact caterer for last minute additions or changes
- Pick up reunion items requested from OUAA (*see Reunion form- link*)
  - Prepare event box with Reunion folders, handouts, giveaways, etc.

**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 at the registration table for Alumni to update their information (*see Reunion form- link*)
- Make last minute nametags if needed, be prepared for walk-ins
- Enjoy the event!

**After the Event**

- Evaluate attendance & event
  - Make notes on 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