Example reunion event timeline and checklist

What	When	Done?
Contact the Development and Alumni	Six months to one year before	
Choose a date	Six months to one year before	
Decide who you want to invite	Six months to one year before	
Book a venue	Six months to one year before	
Cost and payment method	Six months to one year before	
Set up a social media group + promote the event	Six months to one year before	
Send 'save the date'	Six months to one year before	
Send your invite	Two - five months before	
Decide on a schedule/programme	Two - five months before	
Book a photographer	Two - five months before	
Book entertainment	Two - five months before	
Book a campus tour (if applicable)	Two - five months before	
Book accommodation	Two - five months before	
Book catering	Two - five months before	
Prepare signage	A month before	
Organise guest badges	A month before	
Send out a one week reminder	A week before	
Confirm numbers and details with your venue	A week before	
Send joining instructions to your guests	A week before	
Promote the event	Ongoing	
Record responses	Ongoing	
Thank you email/letter	After the reunion	
Pay any leftover invoices	After the reunion	
Share on Social media	After the reunion	
Feedback to Development and Alumni team	After the reunion	