



## Planning Your Class Reunion

The following is a list of steps and helpful suggestions when planning your class reunion.

1. Choose a date, location and time that you believe would be convenient and enjoyable for your attendees. Ideally find a date 8-12 months in advance of your reunion event.
2. Inform the EHS Alumni Office of your reunion details as soon as you begin planning it (even if the dates are not yet 100% confirmed) and let them know you are the reunion coordinator.
  - If you need a class list for planning purposes, please contact the EHS Alumni Office, [ehsalumni@edgewoodhs.org](mailto:ehsalumni@edgewoodhs.org), at least two weeks before you need it.
3. Promote your reunion at least 6 months in advance to allow classmates time to plan their attendance (a year in advance is *strongly* recommended).
  - Any invite should include the date, start time, fees (if any), and including nearby hotel information as some of your attendees may be travelling from afar.
  - Use free social media resources (setting up a webpage on Facebook, Twitter, etc.) to advertise, promote and create some excitement for your reunion.
  - Recruit your Madison-area classmates for assistance in arranging any reunion group activities such as golf outings, wine tastings, trivia nights, etc.
4. Recruit a few classmates to be your organizing committee to help coordinate and delegate tasks.
5. Develop a realistic budget.
  - As a reunion coordinator you are responsible for all costs you will incur for any catering, room rental, gratuities, decorations, vendors, entertainment, etc. Note: Edgewood High School is not fiscally responsible for any expenses relating to your reunion event.
  - Many reunion coordinators also opt to hold at a restaurant or social venue with a cash bar and ordering their own food off the menu to avoid incurring a large bill and dealing with fees.
  - Confirm all your reunion event arrangements with vendors by requesting a written quote in advance from each vendor for what the total costs will be, including tax, and when they expect payment.
6. Take lots of pictures at your reunion!
  - Please send these to [ehsalumni@edgewoodhs.org](mailto:ehsalumni@edgewoodhs.org) to be posted on the Edgewood High School website and social media pages.
7. Have an Alumni Table at your Reunion!
  - Collect new, and updated emails, cell phone numbers, and home addresses.
  - Reunion classes should also share this information with the EHS Alumni Office to help keep our contact lists current.
  - This will help you to plan and contact classmates for your next reunion gathering.
8. Consider a Class Reunion Gift to Edgewood
  - Consider collecting donations as a reunion class gift to the EHS Alumni Scholarship Grant Fund. This fund gives financial assistance to incoming students of alumni who have applied to attend Edgewood.
  - 100% of the donations support future students to receive the benefit of the Edgewood learning experience. Questions? Contact [ehsalumni@edgewoodhs.org](mailto:ehsalumni@edgewoodhs.org)