Reunion Planning Timetable 2012-2013

August/September

☐ Simmons sends Reunion Weekend Save-the-Date postcard to all Reunion alumnae.
☐ Simmons contacts class officers; recruits Reunion Committee members.
☐ Committee members connect with each other via email, phone, social media, etc.

October

☐ Fall appeal sent from College
☐ ATTEND LEADERSHIP WEEKEND (October 19-20, 2012).
  ☐ Committees connect with alumnae/i relations staff regarding Saturday night venues and annual giving staff to discuss fundraising efforts.
☐ Committees discuss Saturday Evening Event venue (select by December 1st).
☐ Discuss meals choice, music, and Reunion class gift with Alumnae/i Relations & Annual Giving staff.
☐ Call for presidents’ letters
☐ Request copies of class list:
  ☐ Email: alumnet@simmons.edu
  ☐ Phone: 800-831-4284

November

☐ Simmons sends holiday greetings and a Reunion update via class email list.
☐ Send presidents’ letters
☐ Begin peer fundraising outreach to classmates (Round 1).
☐ Finalize class dinner information (by December 1st):
  ☐ Location
  ☐ Time
  ☐ Cost
  ☐ Menu
  ☐ Transportation
☐ REUNION PLANNING CONFERENCE CALL.
☐ Tea with Margaret Kane ’75 on campus Tuesday, November 14 – 4:00-5:30 p.m.

December

☐ Calendar year end appeal sent from College
☐ Make annual fund gift by December 31 (ALL CLASS OFFICERS).
☐ Continue peer fundraising outreach for calendar year end gifts.
☐ 1st REUNION COMMITTEE CALL NIGHT ON CAMPUS.
  ☐ Margaret Kane to host on campus during the week of December 3-7.
January

- Committees finish round 1 of peer outreach and strategize round 2.
- REUNION PLANNING CONFERENCE CALL.

March

- Simmons mails Reunion Brochure to all Reunion alumnae.
- Online Reunion registration is posted on Alumnet.
- Call for presidents’ letters (optional second message)
- Committees begin Round 2 of personal outreach to classmates focused on giving and Reunion attendance.
- REUNION PLANNING CONFERENCE CALL.
- SECOND REUNION COMMITTEE CALL NIGHT ON CAMPUS.
  - Margaret Kane to host on campus during the week of March 11-14.

April

- Spring appeal sent from College
- Ongoing outreach to classmates to encourage attendance and giving participation.
- REUNION PLANNING CONFERENCE CALL.

May

- Simmons reminds classmates of Reunion deadlines via email/phone calls.
- Committees finalize all Saturday Evening Event details (favors, decorations, flowers, etc.)
- Continue peer fundraising outreach for fiscal year end gifts.
- REUNION PLANNING CONFERENCE CALL.

June

- Fiscal year end appeal sent from College
- REUNION!!! May 30- June 2, 2013

Post-Reunion

- Simmons sends a thank you for coming letter/email.
- Send email or letter to classmates with an update on Reunion.
- REUNION DEBREIF CONFERENCE CALL.
- Celebrate a job well done!