

Reunion Planning Timetable 2013-2014

August

- 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. to schedule first Committee meeting.

September

- Fall appeal sent from College*
- 1st Reunion letter– This letter can be combined with the president’s letter and should include reunion dates, local hotel information, request for program suggestions/ideas, as well as information about the class gift goals.
- First Committee Meeting: On campus or conference call. Begin to brainstorm ideas for reunion and drafting letter.

October

- ATTEND LEADERSHIP WEEKEND (October 18-19, 2013).
 - Committees connect with alumnae/i relations & annual giving staff regarding Saturday night venues and to discuss fundraising efforts. If you are unable to attend Leadership Weekend, please schedule a committee meeting on campus or at a location convenient for the group, you may also opt to hold a conference call instead.
- Committees must decide the following by **December 1st**:
 - Discuss Saturday Evening Event venue (on or off campus, menu, music, price, etc.)
 - Discuss Reunion class gift with Alumnae/i Relations & Annual Giving staff.
 - Determine whether class will do a reunion memory book or class directory (If you decide to create a memory book, include questionnaire for class in first letter)

November

- Send 1st Reunion letter
- Volunteer assignments finalized and begin peer reunion attendance and fundraising outreach to classmates (Round 1).
- Class-specific event details finalized by December 1st.

December

- Calendar year end appeal sent from College*

- Class Honor Roll* – Email sent from the College to each Reunion class with an update on class gift and list of current class donors.
- Make annual fund gift by December 31 (ALL CLASS OFFICERS).
- Continue peer attendance and fundraising outreach for calendar year end gifts.

January/February

- Committees finish round 1 of peer fundraising outreach and strategize round 2.
- Second Committee Meeting: On campus or conference call. Finalize all details for class event and begin drafting 2nd Reunion Letter– Letter should include final class event update, class gift update with honor roll, pledge card enclosed and list of classmates planning to attend.
- Ask committee members to call/email or send postcard to at least (10) classmates to encourage attendance at reunion.

March

- Simmons mails Reunion Brochure to all Reunion alumnae.*
- Online Reunion registration is posted on Alumnet.*
- Send 2nd reunion letter
- Committees begin Round 2 of personal outreach to classmates focused on giving and Reunion attendance.

April

- Spring appeal sent from College*
- Ongoing outreach to classmates to encourage attendance and giving participation.
- Phonathon students call reunion alumni

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!!! May 29- June 1, 2014**

June

- Fiscal year end appeal sent from College. Class specific and goes to those classmates who have not yet made a gift.*
- Simmons sends a thank you for coming letter/email.*
- End of Fiscal Year and deadline for reunion gifts (June 30)
- Celebrate a job well done!**