

STEP BY STEP REUNION GUIDE

For CLASS REPS

STEP 1: SET A DATE! This is the most important step and sets everything else in motion. If you are selecting the SCHOOL DRIVEN REUNION option, the date has already been set for you!
(December prior to your reunion year.)

STEP2: SEND A SAVE-THE-DATE CARD TO CLASSMATES. Once you and your classmates set a date, **let the CBHS alumni office know and we will mail a SAVE-THE-DATE** to your classmates and include your reunion date in all future publications/reunion emails.
(Early January of your reunion year.)

STEP 3: DIVIDE & CONQUER. Recruit other classmates to start calling members of your class to update emails/ mailing addresses and personally invite them to the reunion. Tell them more details will follow. This step is an ONGOING process throughout your reunion planning. Class Facebook pages and other social media tools are helpful in updating contact information and finding lost classmates. (This is also a great time to remind classmates to update their biographical information in the online directory so that other classmates can read up on what they've been up to.) REMEMBER: Group invitations are great, but a personal phone call from a classmate is the best way to increase reunion attendance!
(Begins in January and is ongoing.)

STEP 4: CONFIRM DETAILS. Iron out the details for your selected reunion date/events and forward to CBHS (for inclusion in future mailings and online reunion registration webpage.) If you've selected the School Driven Reunion Plan you only need to plan an event for Saturday. Things to consider in planning your events: Type of Event, Location, Booking Deposit, Cost per person, Reunion Prizes, Caterer, Cash Bar vs. Open Bar, Entertainment, Memorabilia, Set Up/Clean Up,...
(Early Spring)

STEP 5: SET UP PAYMENT METHOD. Most classes open a checking account (ex: "Class of 1961 Reunion") and have classmates mail checks to a designated classmate who can serve as the reunion treasurer. In addition, your class can set up a PayPal account to give people the option of online payment. Again, forward this information to CBHS so we can include it on your online reunion registration page and future mailings.
(Early Spring)

STEP 6: MAIL INVITATION WITH FINAL DETAILS. As soon as you let CBHS know the final details, along with any updated addresses you've found, we can mail out an invitation that includes all of the event details, payment methods, and registration information. Include faculty from CBHS if desired.
(Late Spring/Early Summer)