

## Suggested Gleaves Reunion Planning Guidelines

**Hardest task:** predicting head count as that will affect costs; i.e. room rental/person, catering costs including need for servers.

### **Timeline**

When: Year before reunion

1. Appoint a Vice President
2. Secure a meeting room
3. Set the dates
4. Secure hotel rooms and rate
5. Email save the date with preliminary information

When: 6 months prior to reunion

1. Determine agenda
2. Contact caterers for meals
3. Contact venues to be visited
4. Draft agenda
5. Prepare preliminary registration form
6. Contact presenters

When: 3 months prior to reunion

1. Finalize agenda
2. Confirm caterers and costs
3. Finalize registration form
4. Send registration form via email/snail mail
5. Determine what will go into Welcome Packet

When: 1 week to 3 months prior to reunion

1. Tally registration forms

When: Week of Reunion

1. Confirm with meeting room
2. Confirm with venues
3. Confirm with caterers
4. Confirm with presenters
5. Prepare Welcome packet

When: First day of reunion

1. Set up meeting room
2. Begin registration

### **Details & Criteria**

When: Year before reunion

1. Appoint a Vice President
  - a. Should be local to reunion area
  - b. Will be go-to person for reunion needs
  - c. Will do much of the preliminary scouting for facilities
2. Secure a meeting room
  - a. Needs to be available from Wed afternoon through Sat evening
  - b. Needs tables/chairs for attendee seating (tablecloths would be nice)
  - c. Needs separate tables for displays & auction items
  - d. Needs sound/video equipment; either available on-site or rent; internet access a plus
  - e. Should be able to accommodate 100 people with possible overflow
  - f. Need to be able to secure overnight
  - g. Near-by rest room facilities
3. Set the dates
  - a. Reunion would begin on Wed afternoon with registration and greetings
  - b. Reunion would conclude on Sat evening
  - c. Consider weather during reunion
    - Suggest first/second week of October as not so hot
    - Spring weather can be hard to predict
    - Summer heat/humidity hard on older folk
4. Secure hotel rooms and rate
  - a. Need rooms from Wed afternoon to Sun check-out
  - b. Breakfast with room would be nice
  - c. Reserve a block of rooms so attendees can be near to each other
  - d. Should be convenient to meeting room
  - e. Secure room rate; determine total room cost (room rate + taxes)
  - f. Find RV accommodates for those who want hotel alternate
5. Email save the date with preliminary information
  - a. Email should include:
    - Dates
    - Hotel with cost
    - RV camping availability
    - Request for agenda suggestions
  - b. Post information on web site

### **Details & Criteria**

When: 6 months prior to reunion

1. Determine agenda
  - a. Suggestions
  - b. Standard items
    - i. Business meeting
    - ii. Auction
  - c. Meals
    - i. What meals will be catered with cost
2. Contact caterers for meals
  - a. Menu
  - b. Cost
  - c. When need headcount
  - d. How to pay
  - e. Arrival time to set up
  - f. Depending on meeting place, will plates, utensils, glassware, etc need to be provided and can they provide
3. Contact venues to be visited
  - a. Hours
  - b. Cost
  - c. Group size
  - d. Any special program for a group
  - e. Transportation to site (suggestion own car caravan)
4. Have used Vistaprint for 'logo' items; reasonable; good customer service; quick shipping.
5. Draft agenda
  - a. Set times for presentations & events
6. Prepare preliminary registration form
7. Contact presenters