

INSTRUCTIONS FOR REUNION COMMITTEE

1. **Organize a group of people with specific skills:** Creative, Leaders, Helpers, People with musical skills, People with math and public speaking skills. Basically, anyone who wants to help can be a part. They have to WANT to help.

2. Choose the Chair of the Reunion Committee

A. This person gives progress updates to the board at periodic meetings called by the board.

B. This person will subdivide the people into separate committees:

1. Hospitality – Choose a Chair

a) *Set up a list of drinks, snacks that will be required for the length of time of the reunion, set up a list of volunteers to man the Hospitality room for the time (2 two hrs. intervals) it is open during the reunion. This is done well before the reunion that way everyone gets to participate. Maybe put one person in charge of purchasing and making sure it is well stocked. This room will also have our Silent Auction items in it for bid and also the memorabilia section.*

2. Reservations – This person needs financial skills and Computer Skills

a) *Responsible for collecting and depositing all funds. Keeping records of all income (silent auction etc.) Keeping records of all who are attending reunion, shirt purchase, USB's*

b) *This person(s) makes sure a list of paid prior and those who may pay at the door, this is provided to the Registration Desk and Ditty Bag Chair prior to reunion*

c) *Pay Hotel*

3. Entertainment – Choose a Chair

a) *This person would be responsible for organizing all D J's, Bands*

b) *This person would set times for practice or set ups within the rooms for the designated function*

4. Photo's - Choose a Chair

a) *This person would set times for group pictures, etc.*

b) *Be responsible for the purchase of USB's to be formatted with that year's reunion pictures and mail them to the specific purchaser.*

5. **Raffles** - can be organized by Volunteers can sell throughout the day prior to the drawing, registration desk, hospitality room, nightly functions

6. Ditty/Goodies Bag – Choose a chair

a) *They will need to be (if purchased either name paint, print whatever) if donated and plastic can be organized with other memento's perhaps from other members or the association or name tags, itinerary's/ agenda and tee-shirts within, to make easier delivery to individuals*

7. Silent Auctions – Choose a Chair

- a) *This person will coordinate the collection and set up of items to be auctioned.*
- b) *On the final night, will set up items in banquet room and during said time announce winners of items. Money is to be collected at pickup.*
- c) *Items not sold will be returned to the person who donated.*

8. Name Tags/Agenda's/Tickets' printed and otherwise – Choose a chair

- a) *This person will be responsible for making all name tags (whether hand written or printed) typing the itinerary/agenda and all tickets needed for meals, drinks, raffle's etc.*
- b) *This committee also makes sure these bags are at the Registration desk with all the stuff within.*

9. Registration Desk - Choose a chair

- a) *This person would organize volunteers to man the desk say 2 – 3 hrs. at time to check the registered members in and, sell raffles, make sure they get their ditty/goodies bag*
- b) *This committee makes sure someone is manned at the doors before each event to collect tickets that can be given to the Reservations person.*

Now this is just the inter working of the committees and chairs and this would apply in the real world. You rely on lots of volunteers to back up those who have chosen to lead in a specific area.

But before all this can happen:

1. A location must be chosen. Hopefully the location will be within 50 miles of several members.
2. Then the fun begins:
 - A. A Chair is chosen within the volunteers.
 - B. At least two (2) members of the committee research Hotels (go look/see and talk to the sales crew)
 - C. Call to the board to see what the estimated number of attendees will be and the required space for the reunion
 - D. Get prices (tentative contract) and submit to the board with your recommendations of which one you want
 - E. At that time a budget will be made either by the committee or the board so you can go forth and spend.

Yes, this is stressful without enough volunteers but if you have the right amount, then once all the decisions have been made and everyone involved is on the same page it goes smoothly, some bumps but they generally can be resolved without much ado.

YEA