



REUNION PLANNING CHECKLIST

6 MONTHS BEFORE

<input type="checkbox"/>	Collect Classmate Contact Information <ul style="list-style-type: none">• Send any info to alumni@rummelraiders.com: Including Emails and Physical Addresses• Send Facebook Group or Page link to alumni@rummelraiders.com, will add to website• Have Classmates complete profile online (<i>more info coming soon</i>)
<input type="checkbox"/>	Select Point of Contact for Class <ul style="list-style-type: none">• Send name, email and cell to alumni@rummelraiders.com• Contact will be listed on the website under your Class
<input type="checkbox"/>	Research Venues <ul style="list-style-type: none">• Use list of Suggested Venues or contact Sean Francioni to discuss• Know your audience: Certain areas of the city work well for pre and post-party celebrations
<input type="checkbox"/>	

5 MONTHS BEFORE

<input type="checkbox"/>	Select Venue & Get Contract <ul style="list-style-type: none">• Contact Sean Francioni '88 to review Venue Contract - sfrancioni@rummelraiders.com
<input type="checkbox"/>	Select Date and Time <ul style="list-style-type: none">• Be mindful of Rummel Calendar of Events & Photographer at Event• All Reunions should be completed before July 31, 2019
<input type="checkbox"/>	Select Venue Package <ul style="list-style-type: none">• Price Point should remain between \$40 - \$60 per person• Focus on beverages over full food menu
<input type="checkbox"/>	

4 MONTHS BEFORE

<input type="checkbox"/>	Save the Date Promotion <ul style="list-style-type: none">• You will receive Save the Date Graphics for Sharing• Save the Date Email will be sent from the Alumni Office to your Class• Reunion Event created on Alumni Facebook Page
<input type="checkbox"/>	Social Media Sharing <ul style="list-style-type: none">• Encourage your classmates to share the Save the Date on all forms of Social Media• Get Creative! Start posting old photos, etc.
<input type="checkbox"/>	

3 MONTHS BEFORE

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|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Tickets Sales Go Live <ul style="list-style-type: none">• Tickets will be added to the Rummel website for purchase• Early Bird vs. Regular Ticket Options• Couples vs. Single Ticket Options |
| <input type="checkbox"/> | Tickets are Live Communication <ul style="list-style-type: none">• Purchase Tickets Email will be sent from the Alumni Office to your Class• Reunion Event updated on Alumni Facebook Page |
| <input type="checkbox"/> | Contact Former Faculty & Administration <ul style="list-style-type: none">• If you wish to invite Rummel staff, please let them know of your date |
| <input type="checkbox"/> | |

2-1 MONTHS BEFORE

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Continued Promotion <ul style="list-style-type: none">• Continue to share via Social Media |
| <input type="checkbox"/> | Tickets Sales Update <ul style="list-style-type: none">• Class Contact will receive updates on the amount of tickets sold |
| <input type="checkbox"/> | |

1 WEEK BEFORE

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Final Email Promo <ul style="list-style-type: none">• One Final Registration Reminder will be sent via email |
| <input type="checkbox"/> | Online Early Bird Tickets Close <ul style="list-style-type: none">• Will switch to Regular Price Tickets |
| <input type="checkbox"/> | Nametags & Sign-in Setup <ul style="list-style-type: none">• Nametags will be produced for Attendees who purchase before event• Sign-in process to be updated (<i>more info coming soon</i>) |
| <input type="checkbox"/> | |

THANK YOU FOR YOUR DEDICATION TO ARCHBISHOP RUMMEL HIGH SCHOOL!

Please contact the Development Office if you have any additional questions.

CLASS CONTACT UPDATES: Send to alumni@rummelraiders.com

REUNION UPDATES & CLASS CONTACTS: www.RummelRaiders.com/Reunion-Planning

CAMPUS CONTACT: Sean Francioni '88, Director of Development
sfrancioni@rummelraiders.com or (504)834-5592 ext. 268



REUNION

PLANNING NOTES

Class Contact:

Potential Dates:

Potential Venues:

Questions?



REUNION

PLANNING NOTES