



Reunion Year Checklist for Class of _____

In addition to filling out (and returning) your “Plan on the Page,” the following checklist will help keep you on task and us connected! THANK YOU!!

Does your class have a Facebook page/group? _____ Yes _____ No
If so, what is that page/group name? _____

Does your class have an Instagram page? _____ Yes _____ No
If so, what is that page name? _____

Do you have another form of e-communication? _____ Yes _____ No
If so, what is that platform? _____

May we share these social media links? _____ Yes _____ No

Do you want to have a class directory or memory book? _____ Yes _____ No
If so, who will organize, and/or take payments? _____

Do you want to: play music, show a slide show, show a DVD or have other media
at your party?
If so, who will handle it? _____

(Please remember that electricity, AV and speakers are not available at outdoor, on-campus venues and only a few of the indoor venues. Classes may bring their own wireless, battery-operated speakers to play music.)

Who will be in charge of identifying and contacting a slate of officers for election to serve as officers for the NEXT 5 YEAR term (2024-2029)? (This is generally the class president/co-president’s role.)

Are there any suggestions of people to approach for certain positions?

If so, please name _____

Who will sign your class alcohol Memorandum of Understanding (MOU) form?

(This form explains college policy and city laws, to the best of our understanding. An MOU regarding serving alcohol on campus will be part of the budget and menu-planning forms to be completed during Reunion Boot Camp. A member of your class who will be attending any and all class parties must sign the form.)

Who will be responsible for handling budget, payments and processing paperwork on behalf of class? (This is usually the Reunion Chair.)

- ❑ Does your banner need to be spruced up? If so and you want to borrow it, please give us the name of who is taking it home on **“The Plan on the Page”** of your class notebook.

- ❑ Is there a classmate who will want to help support the Space of Remembrance for Scotties We Have Lost in the chapel?
Does a classmate play the organ or other instrument suitable for a worship/memorial service? (Full Name: _____)
Is there an ordained minister? (Full Name: _____)