



**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 (2025-2030)? (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.)  

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- 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: \_\_\_\_\_)