



POWAY HIGH

ALUMNI ASSOCIATION

High School Reunion Checklist

18 Months Before

1. Organize a reunion committee. Reach out via Facebook, word of mouth or other social networks.
2. At your initial committee meeting, choose a chairperson then delegate tasks to various members. Assign jobs based on each person's strength - for example; put the accountant in charge of the budget and banking if needed for ticket sales, down payments, etc.
3. Define the events: for example, a Friday night meet and greet session over appetizers and drinks, a Saturday picnic and family games in the park, perhaps a tour of the High School and then Saturday night dance with a DJ and dinner at a nice venue, perhaps a country club or local restaurant
4. Choose a few dates then have your committee discuss and vote on the best one.
5. Create a budget. This can be difficult to do without knowing how many attendees you'll have. Add up the expected cost of the reunion and determine a realistic ticket price. Remember, your ticket sales may be the only source of income for your budget. And don't forget to add in the unexpected. You can always use excess ticket sale money for the to donate to a charity or to the Poway High Alumni Association or prizes at the reunion.
6. Contact the Alumni Association for a class list.
7. Start reaching out to your fellow alumni for current addresses, email addresses and phone numbers. Assign two members of your committee to finding volunteers to help with this task if a list is not readily available.

12 Months Before

1. Continue to seek out addresses and phone numbers of your fellow alumni.
2. Decide on the official activities.
3. Tour several possible venues – make sure to check on food choices, location, ambiance and affordability.
4. Book the venue as well as any other vendors- caterers, the DJ, photographers, etc.
5. Determine any liability insurance needs (some venues require it).

9 Months Before

1. Set up an official website with all information on the reunion and/or a Facebook page dedicated to the reunion.
2. Contact the Alumni Association with your event details such as date, location, contact person and your event website link.
3. Determine how you want to send the invite out...via social media or good old fashion mail. If mailing then design and order your class reunion invitations and tickets.
4. Call local hotels that are close to the reunion venues and try to arrange a special discount for reunion attendees.



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6 Months Before

1. Either mail or e-vite your reunion invitations. Make sure the invitations include all relevant information including directions, hotel discounts being offered, food being served at each event and appropriate attire. Let them know that the listed ticket price is good until the RSVP date (one month before the reunion), and higher-priced tickets will be sold at the door (to be determined by committee).
2. Decide how to honor your deceased classmates. Usually this is done with a small memorial table with photos and quotes about how they will not be forgotten, possible video tribute.
3. Meet with your caterer and plan the menu. Make sure to keep vegetarian classmates in mind.
4. Confirm all reservations and bookings.
5. Invite old teachers and school staff.

3 Months Before

1. Purchase reunion decorations.
2. Collect photos of classmates and put together a slide show or video.
3. Create nostalgia boards or photo collages to hang at your initial meeting spot.
4. Plan an awards ceremony or prize giveaways. For prizes, reach out to your classmates to see who is willing to donate prizes... a bouquet of roses from the successful florist and a 60-minute massage from the massage therapist, for example.

One Month Before

1. Get a final head count for attendees (or as close as possible). Give this count to the caterer.
2. Finalize all plans and make any final purchases or confirmations.
3. Put any necessary reminders on the reunion website.
4. Create nametags.

One Day Before

1. Decorate the venue.
2. Pick up any cake or floral arrangements.
3. Handle any other last-minute details.

Then, ENJOY your reunion!!!

Within Two Weeks after the Event

1. Forward to the Alumni Association your updated alumni contact info.

Thank you,

Poway High Alumni Association

Contact us at president@powayhighalumni.org or visit us at www.powayhighalumni.org



Reunion Activity Ideas

1. Tour the Poway High Campus and see all the new improvements
2. Go to the Poway High Museum which features items from the 1960s thru current
3. Attend the Homecoming Football Game and have your class Homecoming King and Queen crown the incoming class' court
4. Take a class photo on the football field bleachers
5. Go to the Poway Historical Museum in Old Poway
6. Hike to the now famous Potato Chip Rock on Mt. Woodson for a photo
7. Record a video montage of your reunion with snippets of each classmate
8. Consider a Class donation towards one of our programs or projects such as: Alumni Association Scholarship for a college bound PHS student; funding for enhanced classroom instructional materials; campus picnic tables or a bench made from the original PHS gym bleachers. The Alumni Association can provide a list of needs and projects.