Reunion Planning ‘At A Glance’
Reunion Weekend, June 5-7, 2015

Strong outreach will achieve our class attendance and giving goals.
Class Attendance Goal: Bring _____ classmates back to Reunion (___%)
Class Giving Participation Goal: _______ donors to achieve ____ %
Class Dollar Goal for the F&M Fund: $________________________
My personal outreach goal ______________
I will contact ______ of classmates - ______ per month, between November and February AND again from March to May to ensure registration and giving commitment.

Peer to peer contact is the single most important ingredient in a successful Reunion. MAKING THE CALL – TALKING POINTS...

- Friendly greeting and reconnection! As F&M alumni, you share a lifelong bond with each other and the College.
- Confirm contact information
  ✓ Current Address, phone and email.
  ✓ Employer
- Talk about the weekend – Review the schedule – inform your classmates on the work of the committee. This is a celebration of your milestone! You don’t want your classmates to miss a minute of weekend your committee has planned.
  ✓ Are they planning to attend Reunion?
  ✓ Can we list them on the “Look Who’s Coming” list?
  ✓ Remind your classmate that registration will arrive in March.
- Will you make a gift in support of the Class Reunion? Your gift shows your pride in F&M.
  ✓ Giving is easy! … send a check OR go online at www.fandm.edu/reunion.

WEEKEND HIGHLIGHTS – see details on www.fandm.edu/reunion

FRIDAY
Service of Gratitude and Remembrance
The Nevonian Society Induction and Luncheon
Faculty Presentations
Campus Tours
All Class Dinner
Class Socials

SATURDAY
Class Meeting
Reunion Class Parade
Alumni Celebration
Reunion BBQ and Class Photos
Alumni Forums
Campus Tours
Class specific programs and activities
Reunion Class Dinner
Celebration on Hartman Green

Encourage your classmates to check out the Reunion Website...

- Website – www.fandm.edu/reunion - accommodations, schedule, link to giving and your class page.
REUNION PLANNING TIMELINE

September, October and November
- Classmate representation! Does your committee represent your class?
- Review your class list. All classmates should be contacted by at least one committee member.
- Schedule time to do your outreach - Meet your committee outreach goals for the month.
- Set a *Look Who’s Coming* goal for each month! A great way to track your progress.
- Did you make a gift in honor of your Reunion?
- Reunion website – create a class welcome for your class page.
- Facebook! Facebook! Facebook! Post pictures and send messages
- Designate a Class Hotel or the Dorms.
- Committee conference call

December
- Meet your monthly outreach goals. Each outreach call you make is helps you reach your goal for Reunion!
- Reunion website: The *Look Who’s Coming* list - see which classmates are planning to come to campus to celebrate your Reunion.
- Send a welcome to Reunion and solicitation letter to the Class.
- Send a class email from the committee or chairs.
- Friday Social – where will your class meet?

January
- Don’t get behind on your goals! This is the month to catch up on outreach. Set a *Reunion Calling Blitz Week.*
- Who will write the Class Reflection – who is the wordsmith in your class?
- Special Programs- what defines your Reunion?
- 50th and 25th – Class Reunion Book
- Conference call

February
- Chairs – now is the time to monitor your progress to the committee outreach and giving goals! All classmates should have received their first outreach call.
- Reunion website: Update your class webpage and Class Facebook page.
- Nominate and Invite a classmate to speak at the Reunion Alumni Forums.
- Who will be your class dinner guests? Invite a professor, administrator or coach to come to your class dinner.
THREE MONTHS TO REACH YOUR GOALS!

March
- Look for the mailed Reunion registration to arrive in the mailbox by mid-March.
  - Second round of calling begins – encourage registrations! Has your classmate made a gift in honor of your Reunion?
  - What better time than March to write a class specific email?
  - Conference call

April
- Monitor your progress to goals – check the Reunion registration page to see who has registered. Compare the Look Who’s Coming list to registrations and call the classmates who haven’t registered?
- Who is presenting the check and who is reading the Class Reflection?
- Invite your classmates to attend the Saturday morning Class Meeting and march in the parade of classes to the Alumni Celebration program.
- CALLING CLASSMATES – Set a Reunion Calling Blitz Week!

May
- The best Reunions are those with a significant number of returning classmates
  - This is it! Your final push to meet your attendance and giving goals.
  - REUNION WEEKEND PRE-REGISTRATION CLOSES May 31, 2015

June
- Celebrate your Success! REUNION WEEKEND – June 5-7, 2015