

MAY Reunion Planning Checklist

Class of _____

Due May 15, 2015 (2 Pages)

REUNION PARTY INFORMATION.....

Location: _____

Date: _____ Time: _____

Caterer: _____

Contact Person: _____ Phone Number: _____

Tentative Menu (please refer to menus in the Reunion Planning Handbook):

- ☐ Taco Bar Reception ☐ Light Italian Reception ☐ Light Traditional Reception ☐ Heavy Hors d'Oeuvres
☐ South of the Border ☐ Tuscan ☐ Pirate Pub Poppers ☐ Light Dippers

Add Ons: _____

Beverages: ☐ Water ☐ Iced Tea * ☐ Punch ☐ Lemonade* ☐ Coffee * ☐ Hot Tea *
☐ Soft Drinks ** ☐ Other: _____

PLEASE NOTE: * = additional fees if purchased from Sodexo. ** = committee is asked to purchase separately from another vendor (i.e., Sam's Club, Costco, etc.).

Alcoholic Beverages: ☐ Beer ☐ Wine (Provided at no charge if on campus, \$250 contribution if off campus)

Party Ticket Price (per person): ☐ Adult \$ _____ ☐ Child (if applicable) \$ _____

Decorations (check all that apply and list projected quantities):

Table Cloths (\$5.50 each): ☐ Black _____ ☐ White _____ ☐ Gold _____ ☐ Cream _____

<input type="radio"/> For 60" round table	<input type="radio"/> For 60" round table	<input type="radio"/> For 60" round table	<input type="radio"/> For 60" round table
<input type="radio"/> For cocktail table	<input type="radio"/> For cocktail table	<input type="radio"/> For cocktail table	<input type="radio"/> For cocktail table
<input type="radio"/> For 6' table	<input type="radio"/> For 6' table	<input type="radio"/> For 6' table	<input type="radio"/> For 6' table
<input type="radio"/> For 8' table	<input type="radio"/> For 8' table	<input type="radio"/> For 8' table	<input type="radio"/> For 8' table

Table Skirts: ☐ Black _____ ☐ White _____

Continued

PROGRAM ELEMENTS FOR THE PARTY

Coordinator(s):

Name: _____

Name: _____

Email: _____

Email: _____

Preferred Phone: _____

Preferred Phone: _____

Elements (check all that apply):

☐ Picture Slide Show (i.e., PowerPoint, CD, DVD) (check all the needed audio/visual equipment)

☐ DVD Player

☐ TV

☐ Projector and Screen

☐ Computer Cart (circle one)

Mac

PC

Please note if a committee member will be providing their own Mac or PC.

☐ Send photos for slide show to: _____

☐ Photo due date: _____

☐ Announcements (check all the needed audio/visual equipment)

☐ Microphone

☐ Speakers

☐ Memory/Class Booklet

☐ Send collected information to: Name: _____

Address: _____

Email: _____

☐ Information Due Date: _____

☐ Music (check all the needed audio/visual equipment)

☐ CD Player

☐ Speakers

☐ Connection for MP3 player or iPod.

PLEASE NOTE: Reunion planning committees must provide their own MP3 player or iPod. Please tell us who will provide it.

SUBMITTED AND CONFIRMED BY:

Printed Name

Signature

Date