

## **Lincoln Public Schools Class Reunion Checklist**

The Foundation for Lincoln Public Schools (FLPS) is a repository for alumni information for all Lincoln Public Schools high school graduates. As such, we work with alumni groups to help provide information and resources for reunion events. The Foundation does not plan reunion events; however, this checklist is available to help guide reunion committees when planning their events.

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**Please read through the “Lincoln Public Schools Class Reunion Planning Information” document before going through this checklist.**

Aspects of the reunion planning that the Foundation can help with are highlighted yellow.

### **Foundation for LPS alumni contact:**

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### **12-24 Months Before Class Reunion**

#### *Committee Organization*

- Form a class reunion committee
  - Include a variety of former students to provide balanced planning and encourage diverse, creative ideas to help attract as many of your former classmates as possible.
    - Classmates who were active in school activities
    - Class officers
    - Sports participants
    - Organization leaders
    - Other classmates willing to help get things started
- Organize the reunion committee
  - Select a chairperson with strong leadership and organizational skills
  - Select a treasurer with strong personal accounting skills
  - Select a secretary to maintain records and meeting minutes for future reference
- Form subcommittees for venue, invitations/contacts, entertainment, decorations, and food
- Create a schedule for the planning committee meetings
- Request a list of class members and contact information from the Foundation and begin gathering and updating contact information
  - If information on the list is incomplete, think about creating a Google Form or another sharable spreadsheet for alumni to fill in their current contact information.
- Put together a preliminary list of venues, caterers, restaurants, and activities for the class reunion

- Create a preliminary budget & discuss funds/accounting

### *Event Planning & Details*

- Select a date as soon as possible. **Site selection of reunion activities often needs to be booked a year or two in advance.** Be sure to check out major events in the Lincoln area for potential conflicts or even draws for out-of-town classmates.
- Contact the school's main office to schedule a tour of the school.
  - Lincoln High: 402-436-1301
  - Lincoln East: 402-436-1302
  - Lincoln Northeast: 402-436-1303
  - Lincoln Southeast: 402-436-1304
  - Lincoln North Star: 402-436-1305
  - Lincoln Southwest: 402-436-1306
  - Lincoln Northwest: 402-436-1314
  - Lincoln Standing Bear: 402-436-1315
- Decide and reserve an event venue, restaurants, photographer, entertainment, speakers, and other services/activities
- Pay all required deposits
- Reserve a block of hotel rooms or provide hotel suggestions for out-of-town classmates
- Decide as a committee if you'd like to encourage classmates to give a class gift**
- Let the Foundation know your class reunion dates and any event information to add to their website and reunion calendar**

### *Spreading the Word*

- Create a Facebook Group for your class. Include your high school's name and graduation year (example: Lincoln High School Class of 1990). Invite classmates to join the group and ask existing classmate friends to invite their friends from your class to join the group. Ask everyone to spread the word!
- Develop a class reunion website. There are several free website builders like [ClassQuest](#), [MyEvent](#), [Class Creator](#), [Classmates](#), and [EventBrite](#).

### **9 Months Before Class Reunion**

- Develop and finalize an agenda for the reunion
- Finalize a caterer and menu
- Send "Save the Date" emails and/or postcards
- Publicize class reunion via Facebook, email or newsletter
- Develop a registration process/database. You could do this via the class reunion website or send an invite via Facebook Group.
- Solicit registrations with deadlines and deposits
- Check with the Foundation to provide any new event information for their website and calendar**

### **6 Months Before Class Reunion**

- Print and mail formal invitations (ask about food allergies or special dietary restrictions)
- Begin collecting any class reunion memorabilia

### **3 Months Before Class Reunion**

- Arrange for event staffing

- Check on hotel room block (if applicable) and adjust as needed
- Research and develop deceased classmates' tribute

## **2 Months Before Class Reunion**

- Decide on decorations
- Set up nostalgia table
- Create nostalgia slideshow or video
- Finalize agenda with a set schedule and create a program

## **2 Weeks Before Class Reunion**

- Create a welcome packet with information for attendees, including the program
- Create name tags
- Complete the purchase and/or creation of decorations per plan
- Finalize your headcount with vendors
- Confirm with photographer and/or videographer

## **1 Day Before Class Reunion**

- Set up and decorate the venue

## **At the Reunion**

- Check in the attendees. Note absentees to determine if refunds will be distributed later.
- Collect contact information on attendees. Solicit contact information for non-attendees from those in attendance to update the class list.
- Collect any outstanding fees
- Solicit volunteers to run the next reunion if you want to pass the torch
- Have fun!

## **After the Reunion**

- Schedule a post-reunion committee meeting or gathering to celebrate and discuss what worked well and what didn't work so well
  - Secretary should record responses for reference for planning the next reunion
  - Discuss who will be responsible for housing the records, leftover yearbooks, decorations, etc.
  - If someone volunteered to plan the next reunion, add them as an admin to the Facebook group
- Upload all pictures to your Facebook group and/or website
- Create and send a survey to attendees to see what worked and what didn't work
- Discuss what to do with leftover funds. The Foundation can help you:
  - Make a gift to your high school's Fund for Excellence
  - Think of creative ways to support your alma mater
- Send updated contact information/list to the Foundation
- Send photos/videos to the Foundation. Include the name of the class, year, and reunion details
- Send any suggestions for reunion support improvements to the Foundation