

REUNION POA&M PREPARATION CHECKLIST

~24 months prior to reunion the location and chairman will be determined at the current reunion business meeting

18-24 months prior to reunion

_____ Determine date

_____ Determine location and possible venues

_____ When date/venue determined send association-wide email to determine possible attendance.

Do for 2 reasons: use numbers for many decisions with venue and verifies addresses for future emails

_____ Develop committee to assist, at a minimum, Chairman, Vice Chairman and Treasurer. If there are sufficient volunteers consider: Hospitality Room Coordinator, Tour Coordinator, Raffle/door prize Coordinator, etc. A good working committee will reduce the chairman's workload considerably.

_____ Contact Association Treasurer and ask for seed money for the reunion.

_____ Contact Association Secretary/Webmaster for any assistance needed and to be placed on the website and in the newsletter

_____ Setup bank account for reunion

_____ Determine who registration forms and checks are mailed to

18 months prior to reunion – at a minimum

_____ Reserve venue – things to verify: [at minimum 18 months prior to reunion to lock in best prices]

a. hospitality room; banquet room; menu; does venue allow you to bring own beer/wine/sodas/water/snacks; sound system; etc.

b. Ask about comp nights (usually get one night for every 35-40 nights registered). These can be given as door prizes.

c. Determine last day for hotel room registration. Members will need to know that on the registration form. Also, you will need to set a last day for reunion registration.

d. Ensure that the contract states everyone makes own reservations and is responsible for own charges. It should state exactly what the group (that's the boat association) is responsible for paying.

e. Get everything in writing, review the contract several times before signing. Have members of the committee and board members review the contract.

The venue is not obligated to do anything for you that you have not contracted for especially if there is cost involved.

_____ Decide what meals you want for the reunion and begin looking at menus. Generally, they expect you to pick your menu 2-3 months prior to the event. You will usually confirm number of meals 2 weeks before the event.

12-18 months prior to reunion

_____ Decide on souvenir items (if planning on giving)

_____ Decide on door prizes/raffles, etc.

_____ Decide on any tours or off-site venue items that require fees for registration. Will transportation be needed. Will there be a fee?

_____ Decide on registration fee. Base on meals, fees for use of venue facility; estimated cost of all hospitality room needs (beer/wine/soda/water/snacks, etc.); tour fees.

_____ Develop reunion registration form with all fees and hotel room info and mail/email to all association members. Post on website and send out in monthly newsletters.

_____ Develop a plan for the event. Call it a Plan of the Day, or Week, or Reunion. Should be specific just like the PODs we were used to.

_____ Decide on and invite guest speaker.

12 months prior to reunion

_____ Promulgate the registration form in all possible ways as needed – email, newsletter, USPS, etc.

6-12 months prior to reunion

_____ Plan any programs that will be needed, especially the banquet program and Eternal Patrol Service.

_____ Make plans for the registration and check-in of attendees for each day of the reunion.

_____ Will there be a photographer? ZOOM attendance? Special A/V concerns

_____ Will there be entertainment after the banquet? DJ?

_____ Register attendees as forms and checks are returned.

_____ Develop nametags and reunion registration packages.