

REUNION COMMITTEE TIMELINE

Meetings

- We suggest that committees plan to have **4 meetings** before Reunion Weekend.
- Committee meetings are scheduled and organized by each reunion committee.
- Contact the Alumni Relations Office (ARO) at 718-390-3224 or alumni@wagner.edu to make arrangements for an **on campus meeting** or set up a **conference call**.
- **Google Meet** is also a great, free tool to use to connect with committee members when you can't meet in person.

Planning Timeline

November

- Recruit and solidify 5-10 committee members
- Coordinate with your committee liaison to schedule meetings.
- Hold your first meeting before the holidays to assign committee roles and tasks.
- Establish reunion social media presence (The ARO has already created Facebook groups to get you started.)

December & January

- Start reaching out to classmates to encourage them to start making plans, booking rooms and thinking about making a gift in honor of your reunion.
- Post photos to social media to start conversations and spark nostalgia.

February, March & April

- Encourage classmates to register for Reunion Weekend, make travel plans, book rooms and make their reunion gift.
- Touch base on committee assignment progress.

May

- Fire on all cylinders! Phone calls, texts, emails, social media, use everything you have to encourage as many classmates as possible to register.
- Make it social! Post to all social media platforms the great times you are having back on campus!
- Debrief – Have one last meeting to talk about any follow up from your reunion and pass along feedback to the ARO.

MOST OF ALL, HAVE FUN!!!!