

50th Reunion Committee Checklist

Indicate your committee's class year:

Fifty Year Club Induction

Select Class Speaker:

Which committee member will reach out to invite speaker:

Do you want to do a standalone Induction Ceremony in Shove Chapel separate from the Fifty Year Club Luncheon (*more formal!*) or combine with the luncheon?

The luncheon is scheduled for Friday, Oct. 9 with a 11 a.m. or 11:30 a.m. start time

A standalone Induction Ceremony in Shove Chapel would begin at 10 a.m.

Set your class attendance goal (use class size and historical data provided in handbook)

Percentage of your class attending:

Total number of alumni attending:

Total anticipated number of alumni + guests attending: (Use this number when selecting venues.)

Determine Class Event Details

(IMPORTANT NOTE: CC will not organize or staff Friday evening class events as we want to encourage alumni to attend the CC Hockey Homecoming Watch Party. If you choose to do a Friday Night Meetup, it should be off-campus and committee-organized.)

THURSDAY, October 8

Start time:

Event Type: Reception recommended

Venue Choice #1:

Venue Choice #2:

Venue Choice #3:

FRIDAY, October 9

Start time:

Event Type: Reception or dinner (*dinners will include 30-minute reception prior*):):

Venue Choice #1:

Venue Choice #2:

Venue Choice #3:

Menu Choices:

Appetizers:

Dinner Tier:

Number of drink tickets per person for hosted bar (no cash bar available for on-campus venues):

Program/Speaker (*please specify classmate or college staff/faculty member name*):

Do you plan to share a video or slideshow and require audio visual? Yes No

If yes, committee member (s) responsible for collecting photos and creating slideshow:

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SATURDAY, October 10

Start time (event should start 6 p.m. or later):

Event Type: Reception or dinner (*dinners will include 30-minute reception prior*):

Venue Choice #1:

Venue Choice #2:

Venue Choice #3:

Menu Choices:

Appetizers:

Dinner Tier:

Number of drink tickets per person for hosted bar (no cash bar available for on-campus venues):

Program/Speaker (*please specify classmate or college staff/faculty member name*):

Do you plan to share a video or slideshow and require audio visual? Yes No

If yes, committee member (s) responsible for collecting photos and creating slideshow:

Class invitation (*please provide 1-3 paragraphs, sample text is included in binder*)

Completed during work session? **Yes No**

If not completed, which committee member will provide to staff by March 14?

Website Photos (select 10 or more) If a yearbook is not available, discuss where photos can be found.

Did the committee select 10 photos during the work session? **Yes No**

Follow Up Notes:

Schedule 1st Committee Zoom Meeting

Please indicate the **day and time below** (MT) the committee selected for their first call:

- Monday, March 2 - 1:00 p.m.
- Wednesday, March 4 - 11:00 a.m.
- Wednesday, March 4 - 2:00 p.m.

Select Classmates for Outreach

Have committee members selected up to 20 classmates for personal outreach: **Yes No**

(If not, please encourage them to complete if time allows and **update on the online document.**)

Items for follow up from Reunion Staff

Additional reunion ideas/comments/questions: