## 1st-15th Reunion Planning Calendar

<table>
<thead>
<tr>
<th>Months in Advance</th>
<th>Action</th>
<th>Task Assignment</th>
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| 24 Months-12 Months | Recruit Volunteers for committee  
- Send email to each class to see if there is interest  
- Post call for volunteers on Facebook, LinkedIn and Website  
- Create or update class Facebook pages with reunion information  
- Any volunteers recruited are asked to reach out and secure additional volunteers from their network  
- Goal of 10-20 qualified volunteers on committee  
- Save the Date Appeal letter sent out one year in advance—include call for volunteers  
Include reunion notes in Class Notes of UNH Magazine | AA Staff |
| 12 Months (Oct) | Reunion Planning Committee Meeting  
- Review role of the committee and expectations  
- Educate committee on AA and Annual Fund/Giving options  
- Present typical schedule of events and discuss what class specific events they would like to see at reunion  
- Review of outreach timeline and how volunteers can help spread the word with social media and their own networks.  
- Confidentiality forms signed  
Include reunion notes in Class Notes of UNH Magazine | Reunion Volunteers |
| 8 Months (Feb) | E-solicitation signed by committee members | AA Staff |
| 7 Months (Mar) | Calling through Phonathon | AA Staff |
| 5 Months (May) | Reunion Planning Committee Meeting  
- Update on schedule of events  
- Update on communication timeline  
- Sample email text distributed for personal emails from classmates to encourage attendance  
- Class lists distributed by activity, major and state to be broken up by volunteers  
Include reunion notes in Class Notes of UNH Magazine | Reunion Volunteers |
| 5 Months-1 Month | Class outreach begins by all committee members and runs up until registration deadline | Reunion Volunteers |
| 4 Months | Last chance e-solicitation | AA Staff |
| 3 Months (July) | Reunion Website live with registration, link to giving and schedule of events | AA Staff |
| 2 Months-1 week (Aug-Oct) | Email Blasts with Reunion reminder to all classes including link to giving  
Copy for follow up emails approved and ready to send the week after reunion | AA Staff |
| OCTOBER | HOMECOMING/REUNION WEEKEND!!!! | AA Staff |
| 1 Week after | Follow up Email to all attendees with pictures and link to giving | AA Staff |