



FCPS Alumni Network

A Program of Educate Fairfax

alumni@educatefairfax.org
<https://fcpsalumni.nationbuilder.com/>

Reunion Planning Timeline

Below is a month by month guide to organizing your class reunion! Please contact the FCPS Alumni Network, sponsored by Educate Fairfax, for help with organizing your event. For starters, we can connect you to others in your graduating class and continue to support you as your event gets closer. Please reach out to us at: alumni@educatefairfax.org.

1 year out -

- Request your class list. Email us, we can supply you with an updated list of classmates!
- Begin outreach. Start locating lost classmates. Use your social media to make connections! Share the link - <https://fcpsalumni.nationbuilder.com/> and encourage alumni to join.

11 months before -

- Reconnect with past committee members and/or your high school student government leadership from your graduating year.
- Form a reunion committee! Assign roles and consider dates.
- Encourage your classmates to update their information on the FCPS Alumni site if needed.

The Reunion Committee

- Connect in person or online to brainstorm/define roles and duties.
- Consider dates for the reunion. (Remember football game schedules do not come out until the spring prior)
- Determine budget for food, venue, decorations, postage (if mailing invites), and possibly a class gift to your alma mater. Will you charge a fee or ask for donations to support the event?

10 months before -

- Establish your event framework.
- Finalize the reunion date. (If you are looking to have your reunion set around the high school homecoming football game, contact us in May of the previous year when schedules for the fall are released).
- Create social media pages and invite classmates.
- Do you have a class website? If so, update it with pertinent information.

9 months before -

- Send a "Save the Date" to your current list of classmates and encourage them to share with others, inviting them to join the FCPS Alumni Network.

8 months before -

- Have a Committee Meeting. Plan key details, including decorations and funding. Determine if you will be giving your alma mater a class gift. We can help determine what the school may need in terms of support.

7 months before -

- Send a reminder Save the Date. Are you printing or emailing? Pass it along to your committee for approval and edits.
- Maintain volunteer engagement - reach out with regular updates ensure smooth planning.

6 months before -

- Send a reminder Save the Date. Request some photos & quotes to include in future invites as a memory of the good ole days!
- If you're having custom decorations or creating a booklet with old photos and quotes from your classmates, begin gathering this info now.

5 months before -

- Research & visit venues. If you haven't already contacted your favorite hang out from your high school years, find a venue and compare catering, music, and ambiance.
- Want to schedule a school tour? Contact us for arrangements. (The tour is also a great time to present the class gift!)
- Get the final updates for the class list before sending paper invitations

3 months before -

Reserve your Venue(s)!!

- Secure your location to avoid last-minute issues.
- Design & print (or create email) invitations: Include RSVP and registration details.

1 month before -

- Prepare Decorations. If your committee has decided to have decorations, begin crafting them and planning their layout.
- Make or order nametags! You can do something fun like including their graduation picture on the nametag.
- Create a memorial presentation if applicable - you might like to honor deceased classmates with a slideshow or presentation.

1 week prior to the big event -

- send out a timeline of the reunion events and a reminder to RSVP.

Have a fantastic time! Send pictures so we can highlight you on social media and on the Alumni website!

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