

CARTHAGE



COLLEGE

## 2025 HOMECOMING REUNIONS

Use this checklist as a rough guideline for any off-campus or non-sponsored activities you may want to organize.

### 3-6 months before

- Set your date.
- Set your budget.
- Choose your theme.
- Book your venue.

*Things to think about: How many guests do you plan on inviting. Is it a DIY venue or BYOB restaurant? Will you be indoors or outdoors? What time of year? Can you control the lighting? Does the venue provide A/V support? How accessible is the venue? Where will people park?*

- Set your guest list.
- Rent tents, A/V equipment, or other large items as needed.

### 2 months before

- Send your invites.
- Enlist helpers.
- Plan event activities and/or programming.
- Purchase supplies/decor

*Things to think about: do you need to provide tableware, cups and linens?*

- Order flowers (optional)
- Order cake or other baked goods (optional).
- Set your menu.

*Things to think about: guests' dietary restrictions.*

### 1 month before

- Send event reminders/social media posts.
- Plan your playlist.

- Plan your event timeline for speeches, games, and presentations.
- Finish up decorations (if hand made).
- Plan your signature drinks!

### **1-2 weeks before**

- Send final RSVP count to venue and other stakeholders.
- Send final reminders to guests, along with details of venue, parking, and other accessibility considerations.
- Place final food orders.
- Purchase alcohol (optional, and only if allowed by venue).
- Pick up and assemble rented items as needed.
- Clean/Prep/Decorate event space.
  - Things to think about: Where will people put their coats and bags, where will garbage/dirty dishes go? Who will be responsible for cleanup? How early can you get into the venue to set up? Where will people park?*
- Check the weather frequently and plan contingencies as needed.

### **Day of and after**

- Enjoy yourself!
- Tip your servers.
- Clean up after it's all over.
- Send thank you notes.
- Post pictures on your socials and tag your guests (and Carthage!).
- Email [alumnioffice@carthage.edu](mailto:alumnioffice@carthage.edu) to share how it went and have the opportunity to be featured on Carthage Alumni Social Media.