

Cabot School reunion for high school seniors and families

Reunion date _____

- Form parent committee (and meet once or twice, as needed)
- Go to Cabot School office to identify dates when Cabot gym is available
- Choose date and time (a weeknight from 6:30-8:30 pm. works well)
- Go to Cabot office and complete building permit; request DVD player and 8 tables
- Ask for price of gym use
- Plan potluck assignments
- Identify someone to track replies
- Decide cost of entry (for example, \$10/family)
- Create invitations OR set up an Evite or Paperless Post invitation
- Make mailing list
 - Seniors
 - Parents/guardians
 - Teachers
 - Former teachers
 - Staff
 - Administrators
- Have invitations printed (if doing a mailing)
- Mail invitations (if doing a mailing)
- Make Facebook page for event
- Invite parent/guardians and students on Facebook
- Send announcements through Newton North PTSO/class liaisons, if desired.
- Track replies for head count
- Borrow K-5 class photos from Cabot School
- Make enlarged copies of photos
- Return photos to Cabot
- Procure copy of 5th grade video/DVD
- Buy poster board and create photo displays
- Buy supplies (120 is a good estimated head count)
 - Nametags
 - Beverages
 - Paper goods
 - Table decorations—something creative with photos?
 - Tablecloths
- Make playlist of top songs from 5th grade year; put on iPod
- Identify day-of volunteers
- Arrive 45 minutes early for set up (check-in table with cash box; 3 tables for potluck dishes; 2 tables for beverages; several tables for eating)
- Have committee members bring copies of 5th grade yearbook
- Play music and show the video/DVD
- Enjoy the reunion!
- Clean up
- Distribute cash to those who spent money

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3/31/16