

# *Class / Family Reunion Planner*

This planner is to aid you in the preparation of your party and to provide me with the Information I need to coordinate the activities you have planned.

Name of Person Planning Party \_\_\_\_\_

Phone # (    )        -        E-mail \_\_\_\_\_

Name of Class/Family: \_\_\_\_\_

Time of Guest Arrival \_\_\_\_\_ Number of Guest \_\_\_\_\_

Party Theme \_\_\_\_\_

Time of Dinner \_\_\_\_\_ Dinner Served \_\_\_\_\_ Buffet \_\_\_\_\_

Toast: Yes \_\_\_\_\_ No \_\_\_\_\_ Speeches: Yes \_\_\_\_\_ No \_\_\_\_\_

Person # 1 \_\_\_\_\_

Person # 2 \_\_\_\_\_

Person # 3 \_\_\_\_\_

Games or Raffles: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dance Start Time: \_\_\_\_\_

Other Activities or Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_