
Reunion Planning Timeline

April

- Attend **Penn Reunion Leadership Conference (PRLC)**
- Committee leadership identification and recruitment

May

- Continued committee recruitment
- Recruit additional members for a committee of 15-20 volunteers
- Attend Alumni Weekend

June - August

- Attend committee meetings
- Committee reviews prospect lists
- Committee members make own commitments

September

- Prospect review continues
- Prospect assignments are confirmed
- Solicitation packets are mailed to volunteers and solicitations begin

October

- Monthly committee reports begin
- Solicitations continue

November

- Committee meeting or conference call
- Solicitations continue

December

- Committee follows up on gift requests (calendar year end giving timing)

January

- Monthly reports including calendar year-end totals

February

- Committee begins second phase of prospect calls
- Committee meeting or conference call

March

- Solicitations continue

April

- Remaining gifts are finalized

May

- Attend your Reunion Celebration during Alumni Weekend

June

- Committee focus on participation
- Fiscal year ends!

Summer/Fall:

- Final report to committee
- Final class honor roll