

5th and 10th Reunion

Program Committee Initial Tasks

This document outlines typical initial tasks for 5th and 10th Reunion Program Committee Members and Chairs. More information about these roles and responsibilities can be found on the separate Reunion Committee Roles and Responsibilities document for all reunion classes. Chairs and the Reunion Treasurer can also find more information about their roles on the separate Leadership and Motivation Best Practices for Reunion Leaders and Reunion Budgeting Process and Best Practices documents.

Once the committee is formed, members will spend the fall into December determining their on-campus programming plans (so the budget and pricing can be finalized), while exploring additional initiatives like regional events, virtual events, a merchandise store, etc. From January (if not earlier) through May, the committee will focus on launching those initiatives and will spend March and April getting the word out to classmates about the campus programming registration, which typically launches in March.

Suggested First Steps for All Committee Members

- Learn about role and review any onboarding documents.
- Attend introductory meetings.
- Become familiar with leadership, staff contacts, email addresses, and websites.
- Review schedule, FAQs, all-class virtual programs, and housing pages on the HAA website.
- Review relevant volunteer resource documents on the Officers Lounge.
- Sign volunteer confidentiality agreements in order to receive classmate contact information.
- Submit your class report entry and encourage your classmates to do so.
- Review class profile document.
- Review feedback from last reunion (if applicable).
- Review the shell schedule document for volunteers.
- Review subcommittee roles and indicate preference(s).
- Share initial ideas for the work of the committee via a survey or other method.
- Determine budget-related components by the deadline.
- Treasurer: Review separate budget task list.

Suggested First Steps for Program Committee Chairs

Chairs will work in partnership with their HAA Staff Liaison and volunteers on these tasks:

- Look out for information and meeting invitations for the Reunion Leaders Roundtable.
- Review all documents on the Officers Lounge.
- Determine meeting frequency for the Chairs and Staff Liaison.
- Determine meeting frequency for the Program Committee and set the date for the first one.
- Determine how meeting agendas will be drafted and reviewed.
- Determine how and when to send committee updates, meetings agendas, and notes.
- Determine how to store and share key documents.
- Determine way to get feedback/ideas, such as a survey, from the committee and/or class.
- Determine division of labor within committee (i.e., subcommittees, roles, etc.) and how Chairs will work with them
- Plan for the Class Report Foreword Programming Report to be completed by the given deadline.
- Work with the Class and/or Reunion Treasurer to determine treasury balance.

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Suggested First Steps for Subcommittees

The actual subcommittee structure will vary and be based on the interests of the Reunion Program Committee. The Chairs and HAA Staff Liaison will partner to determine the best way forward. There might not be a subcommittee or even work related to one of the topics outlined below, and similar topics might be combined into a single group. This is simply meant to be an example to get started.

- **Communications/Website/Social Media**
 - Review the Outreach and Engagement Best Practices document.
 - Start thinking broadly about what a communications strategy might look like (monthly newsletter emails, content to be used on social media, content for committee members to share with smaller groups of classmates, etc.).
 - Identify current class website and social media channels and owners.
 - Determine who will update the website and social media and how they'll get access.
 - Determine what new social media channels or other platforms you want to explore.
 - Determine other digital experiences and activities for the coming year.
- **Merchandise and Favors**
 - Review the Merchandise and Favors document.
 - Reach out to the Harvard COOP and/or HSA/The Harvard Shop for information about a merchandise store and a favor for in-person programming.
 - Look at the committee or class survey results (if applicable) for guidance.
 - If there will be a favor, need to at least commit to a price per item by the budget deadline so that can be included in the budget.
 - Note that it's fine if you use one vendor for the store and one for the favor.
 - The COOP and HSA contact info will be shared by your HAA Staff Liaison.
- **Class Survey**
 - Review the Class Surveys document.
 - Start thinking about what questions you want to ask in the survey.
 - Start thinking about which survey tool you'll use and how it will be created.
 - Start thinking about how you want to present the results to the class (i.e., shared by email, on the website, at a virtual event, or at an in-person event). If thinking at an in-person event on-campus, should notify the Chairs as soon as possible.
- **Memorial Service**
 - Review the Memorial Services document.
 - Determine by the budget deadline if there will be any budget-related components: musical accompaniment, flowers, printed programs (not common).
 - Determine if the group wants to honor other alumni (i.e., those from surrounding classes who had partial affiliations with your class) besides those on the list provided by your HAA Staff Liaison. An email to the class sharing the names of those who will be honored can be a good way to determine if there are others who should be honored, as well as to see if there are classmates who want to share remarks at the program.
 - Determine if you want a memorial Kudoboard in addition to the program.

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- **Virtual Programming**
 - Review the Virtual Events document.
 - Start thinking about a schedule of possible programming between November and May, based on the committee or class survey results (if applicable).
 - Start thinking about potential types of events, lead volunteers, format, participants, etc.
- **Regional Programming**
 - Review the Pre-Reunion Events document.
 - Start thinking about a schedule of possible programming between November and May, based on the committee or class survey results (if applicable).
 - Start thinking about potential types of events, lead volunteers, locations, etc.
 - Note that these are typically no-cost/low-cost (i.e., pay as you go by participants).
- **On-Campus Programming**
 - Review the In-Person Events document.
 - Need to have the schedule determined and programming/budget components set by the budget deadline.
 - Your HAA Staff Liaison will share options for catering and bar for applicable meals so you can decide what meals and bar packages you want out of the provided options.
 - Make Saturday dinner food selections
 - Make Saturday dinner bar selection
 - No decisions needed for Friday lunch, Friday dinner, Saturday lunch, or Sunday brunch
 - Determine what you want to do during the open block Saturday morning. Can be one or two concurrent sessions. Note – this event will not have food or beverage.
 - Determine what you want to do during the open block Saturday afternoon. Can be one or two concurrent sessions. Note – this event will not have food or beverage.
 - Determine what you want for entertainment on Saturday night (i.e. DJ or classmate performer/band)? Default is a DJ.
 - Determine what you want for photography on Saturday night. Standard photobooth, 360 photobooth, professional photographer, or a combination?
 - Do you want to organize additional, informal, off-campus meet-ups on Friday and/or Saturday (refer to the committee or class survey results, if applicable)? If so, what will those involve?
 - Other budget-related programming considerations?
 - Note that you do not need to provide pricing for your selections or even reach out to any vendors. You just need to indicate what you want, and the HAA will be able to determine what typical pricing might look like from past experience, and then will later make any arrangements with vendors.