

Next steps

Who	What	When
Alumni	<ul style="list-style-type: none">• Recruit 1-2 people to join committee• Share committee members' contact information with David or Vianna	Dec-Jan
Vianna/David	<ul style="list-style-type: none">• Establish meeting schedule with committee• Provide class list to committee members	2nd week of January
Alumni	<ul style="list-style-type: none">• Select and share 2 preferred dates and locations with David and Vianna	End of January
Vianna/David	<ul style="list-style-type: none">• Finalize date• Book venue• Finalize ticket pricing• Send Save the Date email• Create Class Reunion page	February-Ongoing
Alumni	<ul style="list-style-type: none">• Update class list• Reach out to classmates• Promote reunion	February-Ongoing