

REUNION PLANNING 101

Step 1: Form a Planning Committee

Reach out to fellow classmates to gauge if there is interest in holding a reunion. Ask for planning committee members to help plan the event. We recommend starting your planning six months in advance. This includes selecting the date, location, menu, entertainment, and invitations.

Step 2: How do we pay for this?

We strongly suggest each class set up a bank account with joint authorization for two committee members and obtain a Federal Tax ID number for your class. This can be used to accept registration payment for your event. Curious if funds already exist for your class? Contact us to find out!

Step 3: Obtain a Tax ID

The reunion chair or treasurer should go to the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> to apply for an EIN online. Your bank can give you additional information on obtaining a Tax ID.

Step 4: Get The Word Out

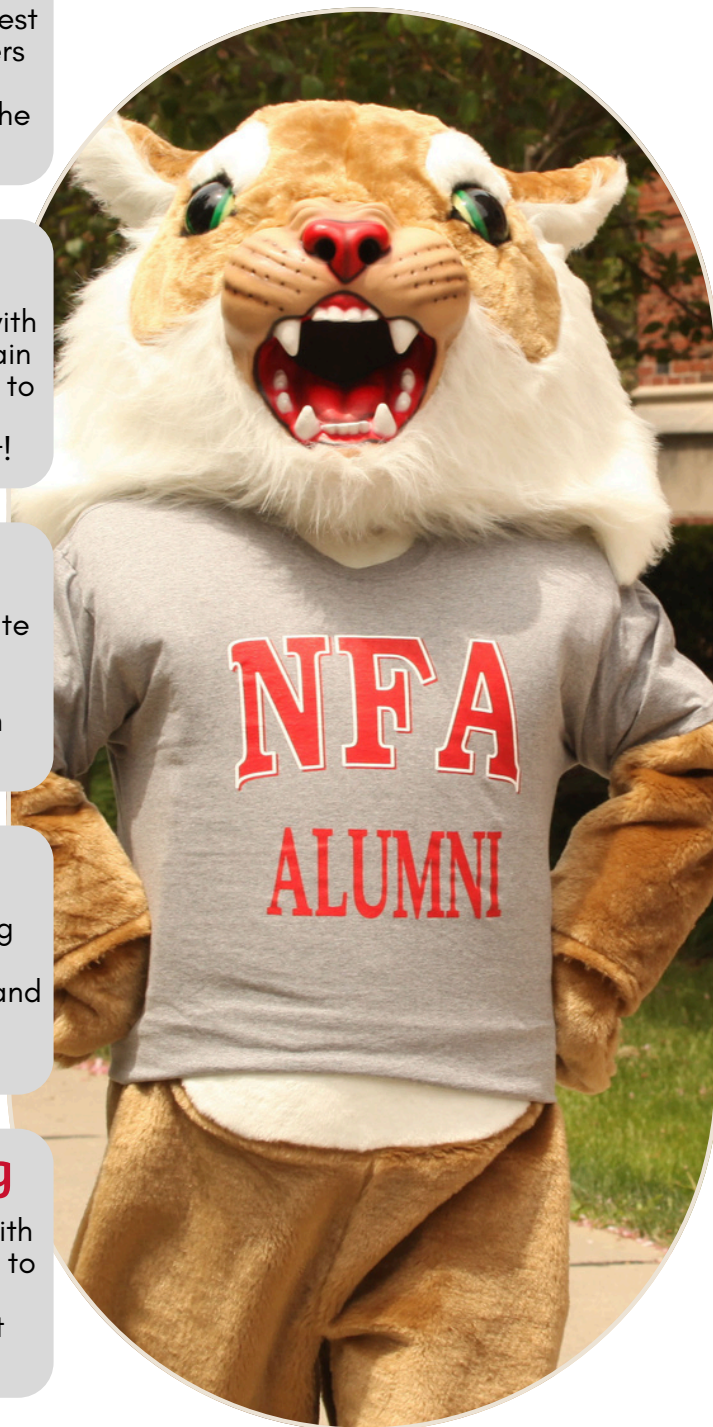
Create a class page on social media and start uploading content. We recommend posting nostalgic photos from your time at NFA. Encourage people to share the page and reunion information, and to update their contact information with the NFA Foundation.

Step 5: NFA Foundation Marketing

The NFA Foundation will assist in marketing your event with one postcard mailing, a social media post, and an email to your classmates. Classes are prohibited from using NFA branding to market, promote, or fundraise for their event without NFA's permission. Reach out to learn how.

Step 6: Mailing Addresses

You will receive a mailing list with current names and addresses, a list of classmates with no address on file, and a list of deceased classmates, upon request. A Release Agreement will need to be signed by anyone given access to the list. *Let us know when your reunion details are final!*



Questions?
Contact Jack Espinoza
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