

LCHS ALUMNI ASSOCIATION REUNION CHECKLIST

- 1. Reserve Facility**
\$65.00 clean up check made out to LCHS due one month prior to reunion.
- 2. Invitations:** Reunion Committee Responsibility
Address/Class List – Alumni Office
Postage – Alumni Office (for one mailing)
- 3. Nametags:**
Alumni Office will have blank nametags available
& Pens
- 4. Decorations:** Reunion Committee Responsibility
Tape, Scissors, Tablecloths, Table Decorations
- 5. Entertainment:** Reunion Committee Responsibility
- 6. Catering:** Reunion Committee Responsibility
- 7. Voting Ballots:** Reunion Committee Responsibility
Least Changed, Most Changed, Traveled Farthest Distance, Most Children
- 8. Sign-In Sheets:** Alumni Office
Change of Address, Phone, E-mail
- 9. Pictures**
Turn into Alumni Office for Website and *Mind*Spirit*Body* (Please make a list of names for the pictures to identify Classmates.)