

4 April 1994

To: Executive Council  
Subject: Reunion Chairman Procedures

Gentlemen:

Enclosed you will find a rough draft of the Reunion Chairman Procedures manual that I have been working on. As you may already notice, I have already had to pencil in some changes.

I have tried to guide each future Reunion Chairman without trying to micro manage his entire reunion. I have tried to anticipate what problems have/may occur, and set out suggestions and procedures to overcome those problems, hopefully without creating a "canned" reunion. It is essential to retain a local flavor in each reunion.

Pages 1-10 detail what to anticipate in planning a reunion. Pages T-1 through T-4 show the time table to begin these steps. The finished copy may or may not have an index for quick reference. It will contain a "thanks" to Gary Slaughter who started one and his copy gave me invaluable assistance.

Please take the time to pencil in comments, suggestions, notes, or criticisms on this draft copy and mail it back to me as soon as possible.

Sincerely,

*KWB*

Kenny Bunn

*L00749*