

# CLASS CONNECTION TOOL KIT

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## TIPS FOR PLANNING EVENTS

- If your class does not already have a listserv, google group, WhatsApp, or Facebook page, reach out to [Alison McLaughlin](#) to get a class contact list.
- Reach out to a few people to pre-commit to the event so in the email or Evite you can say, “Sally, Bobby, and John have already committed to going, will you join us?”
- Use [www.evite.com](http://www.evite.com) or [www.signupgenius.com](http://www.signupgenius.com) when planning an event so you can see who is coming and people can add comments.
- Include photos from your program year or other class events as a sentimental reminder when sending out invites to events. Preferred -+-
- You may want to consider bcc’ing people on your email, so people don’t reply all to everyone.
- Partner with another program class to meet new grads and increase attendance.

## VENUE/ACTIVITY IDEAS FOR EVENTS

- In-home potluck dinners
- Zoom/Virtual Meeting
- Movies
- Museums
- Coffee at Java Nation
- Social Hour from 5:30 to 7
- Lunch on a weekday or Brunch on a weekend
- Gather the class around a volunteer activity – reach out to [Alison McLaughlin](#) for ideas
- Get a block of tickets for an upcoming performance at Strathmore, BlackRock Center for the Arts, The Olney Theatre, or Roundhouse Theatre.

## STAYING CONNECTED

- Set up a listserv, Googlegroup Facebook page or WhatsApp for your class to help stay in touch and allow classmates to promote events and solicit recommendations etc.
- Use milestones as an opportunity to touch base with your class –i.e., birth announcements with pictures, promotions/career changes, big wedding anniversaries.
- When you see LM event announcements, forward them to your class and encourage them to join you in attending the event. Consider getting together before or after the event.
- Send a quarterly birthday email to wish happy birthday to everyone who had a birthday in the last 3 months (LM can get you a birthday list with month and day).
- LM will designate “Class Connection Months” twice a year. You can use this as an opportunity/reminder to gather.

Need help or ideas? Reach out to [alison.mclaughlin@leadermont.org](mailto:alison.mclaughlin@leadermont.org). If your class is getting together, please let us know; and when you do get together, please send us pictures so that we can share in E-News and on Social Media.