Sample Class Reunion Database Format

COUNT	FIRST	MAIDEN	LAST	ADDRESS	CITY	STATE	ZIP	PHONE	E-MAIL	CONF.	FRI	SAT	PAID
1	Wayne		Farinacci	1150 SOM Center Rd.	Mayfield Hts.	OH	44124	440-461-6471	mayfieldalum@sbcglobal.net	yes	2	2	$120
2													
3													
4													
5	The "Count" column will let you know how many clasmates you have in your database.												
6	You can also enter a 1 in this column and total it so you know how many classmates are in your data base.												
7	Enter all classmates by name first (alpha order), regardless of how you found their information.												
8	Each member of the committee can be given a page of classmates to run down.												
9													
10	"First, Maiden, and Last" must be kept in separate fields.												
11													
12	"Address, City, State, and Zip" also must be kept in separate fields.												
13													
14	Mailing labels should be the last step at the end of your assembly line when stuffing for your mailing.												
15													
16	"Phone" should be the home phone. Add another column if you feel the need to track work/cell phone numbers.												
17													
18	"E-mail" is very important if you want to update classmates periodically or send out last minute information on the reunion.												
19	The following can be recorded in this column if appropriate: Deceased or ***Do not send mailing (some people want nothing to do with their class!)												
20													
21	In the "Conf." column, you will enter a "yes" once you know the classmates address information is absolutely accurate.												
22	You will have too many names and addresses to remember. Doing this step helps to keep you organized.												
23													
24	In the "Fri. & Sat." columns you will enter a number for now many people this classmate plans to bring each night of the reunion.												
25	These columns can be totaled so you can easily count how many people you have for Friday and Saturday.												
26													
27	The "Paid" column lets you keep track of whether this classmate has paid the correct amount of money he/she owes for the reunion.												
28	Often, committee members put in $50 at the beginning of the planning process for seed money.												
29	This can later be changed to the correct amount once the committee determines the actual costs and the committee member pays the balance due.												
30	This column can be totaled so you can easily see how much money you have collected for each night.												
31													
32	Call or e-mail Wayne Farinacci if you have questions or additional ideas to add.												
33													