

Family Reunion Planning

A CHECKLIST FOR FAMILY REUNION SUCCESS

familytree

18 Months Before the Reunion

- Recruit a planning committee
- Set a date and place
- Gather relative's contact info
- Set a budget, collect starter money
- Set up reunion website, etc.
- Send out "Save the Dates"
- Brainstorm a theme, food, etc.
- Investigate any required permits

12 Months Before

- Book the reunion venue
- Book photographer, caterer, etc.
- Reserve other needs (tables, etc.)
- Apply for any needed permits
- Prepare map/directions to site

9 Months Before

- Design the invitation, tickets, etc.
- Order favors and souvenirs
- Gather family mementos to display
- Send reminder announcement
- Look for non-perishable supplies

6 Months Before

- Plan decorations, displays, etc.
- Update contact list if needed
- Send official invitation
- Prepare door prizes, etc.
- Book accommodations for travelers

3 Months Before

- Send reminder announcement
- Get event insurance if needed
- Determine venue layout
- Make name tags, decor and signs
- Designate event emcee
- Prepare printed program

1 Month Before

- Update attendees list
- Assign potluck dishes if needed
- Recruit help for setup and cleanup
- Inventory needed items
- Prepare a reunion survey
- Shop for remaining supplies

2 Weeks Before

- Send reminders or tickets, if using
- Finalize attendees list
- Confirm details with all vendors
- Finalize and print handouts, etc.
- Confirm potluck dishes

1 Week Before

- Check for last-minute attendees
- Prepare name tags, packets, etc.
- Set plans for bad weather, etc.
- Shop for perishable supplies
- Prepare final payments to vendors
- Confirm room setup and equipment

1 Day Before

- Pick up food, ice, etc.
- Prepare food and drinks if needed
- Deliver supplies to venue
- Finalize "day of" checklist

Reunion Day!

- Final supplies check
- Set up food and drink
- Confirm plan for clean up, etc.
- Have fun and enjoy the day!

After the Reunion

- Gather survey responses, etc.
- Send out reunion photos, etc.
- Store reunion supplies
- Update contact list
- Relax – you did it!

Notes