

Family Reunion Checklist

12 - 18 MONTHS BEFORE

- Decide dates
- Determine location
- Make any venue reservations
- If outside, determine alternate plans
- Determine budget
- Gather names & addresses
- Send "Save the Date" cards
- Solicit help & assign planning committee

6 - 12 MONTHS BEFORE

- Determine "theme"
- Determine food plan
- Delegate tasks to planning committee
- Order favors, t-shirts or other keepsakes

3 - 6 MONTHS BEFORE

- Make & send invitations
- Follow up on committee assignments
- Make additional assignments as needed
- Confirm facility reservations
- Plan decorations
- Record RSVPs as they are received

2 - 4 WEEKS BEFORE

- Make reunion itinerary
- Send final communications to attendees
- Finalize decorations
- Finalize facility arrangements
- Follow up on committee assignments
- Make directional and welcome signs
- Monitor the weather forecast
- If outside, make a bug plan

1 WEEK BEFORE

- Pack & gather all supplies
- Make any last-minute purchases

THE DAY OF

- Arrive to location
- Decorate & set up any stations
- Meet with caterers, if applicable
- Have fun!

PLANNING COMMITTEE

Finance Director: Maintains the budget

Lodging Liaison: Finds hotel accommodations or family hosts

Food Director: Works with the caterer or organizes the potluck

Correspondence Officer: Communicates with family members

Entertainment Director: Organizes activities for a variety of ages

Reservations Officer: Tracks the guestlist

Mementos Procurement: Gathers mementos for display

Welcome Committee: Makes name tags, agendas and signage

