

# Family Reunion Checklist

from

[www.familyreunionhelper.com](http://www.familyreunionhelper.com)

## 12 Months prior

(Make these decisions before leaving your reunion) Planning in advance will increase the odds that more people will be able to attend the reunion, which translates into more fun for everyone. By booking early, you can most likely secure better rates and/or reserve your preferred hotel or retreat site, flights and other travel arrangements. Most campgrounds and parks can be booked a year in advance.



### Set date

- The best of all situations is to hold your family reunion at the same time every year. Choose a holiday such as Memorial Day or Labor Day or a weekend such as the third weekend in August etc. Finally, stick to your decision. Changing dates mid-stream can create a huge amount of additional work.

### Choose location

- Aim for a family reunion location that is most accessible and affordable to the majority of people you want to attend. If family members are located in one area, then select a reunion location that's nearby. If everyone is scattered, then choose a central location to help cut down on travel expenses. Most locations will need to be reserved a year in advance, campgrounds, hotels and conference centers, cruises, condos, resorts and parks etc.
- If possible arrange an on site inspection of your family reunion site. You will be able to check out your reunion site amenities and recognize challenges you may need to plan around. At a campground or park, check for fire pits, covered bowery or picnic tables and benches. If your site is a hotel or condo you will be able to assess for yourself banquet facilities, room amenities, meeting room sizes and cleanliness of the location.
- Contact local hotels and reserve blocks of rooms for out of town visitors



### Choose a reunion theme

- Creating a theme for a family reunion is a great way to interest people and make them more likely to attend. It also makes things more fun when it comes to being imaginative with food, games, activities, invitations and just about every other aspect of the reunion. Family history themes are especially popular, as are family reunions which celebrate a very special family member's birthday or anniversary, or the family's cultural heritage.



### Compile a list of family members and update mailing and email lists

- A clipboard with a list of family names can be passed around during the family reunion. Family members can make corrections and add new emails and address to the list. Be sure and assign a family member to be in charge of this list.

### **9 months Prior**

- Make final reservations--remember that some family members will have to cancel, and others may decide to show up at the last minute.
- Schedule events and activities that require advance registration or booking
- Make contact with family members by email to keep them up to date on family reunion plans. Encourage email contacts to help spread the word.

### **6 Months Prior**



- Have planning meeting either on phone or in person with committee chairmen/ make assignments
  - Send “save the date” cards or emails- include cost per person or family and what is included in the ticket price, if you are charging admission fees. Inform of any fundraising activities you will be having- such as a family auctions so that family members can be preparing items for donation.
  - Confirm reservations
  - Make final decisions

### **3 Months Prior**

- Make special assignments such as activities and games , so volunteers have time to prepare and purchase supplies for their assignment
- Order souvenirs, T-shirts etc.

### **2 Months Prior**

- Send detailed schedule and assignments
  - Directions on how to get to the family reunion site.
  - Date, time, and location of the reunion.
  - Remind family members to bring their fund raising donations
  - Remind family members of assignments
- Gave a confirmation call to caters, photographers etc.
- Start purchasing non-perishable items: dry goods, decorations, supplies, etc. Watch for sales to get the best prices.

### **1 Month Prior**

- Review final details with family reunion committee
- Confirm with relatives who are bringing food or other supplies.
- Contact restaurants or caterers with a final guest count if necessary.
- Order any products or supplies that must be delivered to assure timely delivery.

### **Week Before**

- Get chairs, tables, grills and other items
- Buy last-minute decorations and supplies and perishable items
- Make final preparations such as signs and welcome banners.

### **Day Of Family Reunion**

- Set up and decorate family reunion site
- Post flyers with family reunion schedule for family to reference
- Welcome family members as they arrive at your family reunion

