

## LIVE TO CHECK THE BOXES.



Planning a reunion can be stressful, but we're here to help. Use this checklist when beginning to plan your reunion to make sure you are thinking of everything. Utilize Experience Columbus to help make your job a little easier and create lasting memories for your reunion.

### 18-24 MONTHS AHEAD

- Contact Experience Columbus for general information on Columbus and planning tools, such as a Tour Planner Guide and information on experiential tours

### 12 MONTHS AHEAD

- Contact Experience Columbus staff to determine how they can help you find options for hotel locations, restaurants/caterers and service providers for lanyards, t-shirts, printing and more
- Begin to research potential hotels, restaurants, attractions and service providers

### 9 MONTHS AHEAD

- Send "Save the Date" postcards or e-mails to include tentative plans, theme, approximate cost, memory book contributions and missing persons list
- Reserve a block of hotel rooms and let Experience Columbus know which hotel you have selected

### 6 MONTHS AHEAD

- Begin rough itinerary and schedule
- Reserve restaurants, ballrooms, parks or other attractions
- Reserve all service providers, such as entertainment, caterer, photographer and group transportation (tour bus)

### 5 MONTHS AHEAD

- Choose menus

### 4 MONTHS AHEAD

- Send formal invitations (ask about food allergies or preferences)
- Submit personalized souvenir order (t-shirts, mugs, caps)—Experience Columbus can refer you to local vendors
- Reserve rental equipment: tents, chairs, etc.
- Select decorations, signs, banners

### 2 MONTHS AHEAD

- Finalize schedule with activities and meals
- Write checklist for reunion day tasks
- Order Visitors Guides, plastic bags and giveaways from Experience Columbus

### 2 WEEKS BEFORE

- Reconfirm meeting, sleeping and eating accommodations
- Pick up materials from Experience Columbus' office: 277 W. Nationwide Blvd., Ste. 125

### REUNION WEEKEND

- Enjoy your time with family experiencing Columbus

### POST REUNION

- Send thank you notes to sponsors, committee members and vendors
- Finalize any payments that did not require payment in advance
- Pat yourself on the back and pass the torch to the next planning committee

WE'RE HERE TO HELP!



### ROGER DUDLEY, CTA

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