

A young girl with her hair styled in braids is shown in profile, looking to the left. She is holding a burger with both hands and appears to be eating it. She is wearing a dark blue t-shirt. The background is slightly blurred, showing other people and a table with food.

FAMILY REUNIONS

TIMELINE & CHECKLIST

- AMERICA'S HOMETOWN -

Two stylized American flags are positioned in the bottom left and bottom right corners of the page. They are rendered in a light, semi-transparent style.

HISTORY, HEROES, AND A HOMETOWN FEELING.

SIX-EIGHT MONTHS PRIOR

PHASE I

FOUR-SIX MONTHS PRIOR

PHASE II

TARGET DATE

PHASE I CHECKLIST



	Recruit volunteers to assist with planning and delegate reunion-planning committees.	
	Determine local reunion representative and contact information.	
	Discuss reunion ideas with past reunion chairpersons.	
	Host planning meeting to determine what activities, food, and beverage to include in the schedule of events.	
	Contact the Fayetteville Area CVB at 888-98-HEROES for pricing and availability on hotels, unique reunion venues, food & beverage, entertainment, and other reunion-related purchases.	
	Determine a budget – Click HERE for the FACVB reunion budget worksheet.	
	Develop a mailing list of possible reunion attendees.	
	Consider opening a reunion bank account.	

TARGET DATE

PHASE II CHECKLIST



	Choose menus for each meal.	
	Send out initial invitations (this may be online through www.evite.com , printed save the date cards, or formal letter) and include any registration for family/organizational directory.	
	Figure out approximate cost of entire reunion.	
	List any missing relations/members.	
	Finalize lodging, entertainment, venue, and restaurant reservations.	
	Send out first newsletter or informative letter on plans for reunion.	
	Send invitations to new people as they are found.	
	Have reunion members make their hotel reservations.	



TWO-FOUR MONTHS PRIOR

PHASE III

SIX WEEKS PRIOR

PHASE IV

TWO-FOUR WEEKS PRIOR

PHASE V

TWO WEEKS PRIOR

PHASE VI

TARGET DATE	PHASE III CHECKLIST	✓
	Meet with FACVB, hotel, and venue/facility staff.	
	Plan decorations and any other supplies you may need.	

TARGET DATE	PHASE IV CHECKLIST	✓
	Complete directory of attendees and deliver to printer.	
	Confirm lodging, entertainment/talent, and restaurant reservations.	
	Contact the Fayetteville Area CVB for brochures, maps, etc.	
	Order reunion give-a-way items such as bags, T-shirts, hats, buttons, etc.	

TARGET DATE	PHASE V CHECKLIST	✓
	Purchase decorations and supplies for special activities.	
	Review checklist.	
	Determine facility and hotel staff contacts for events.	

TARGET DATE	PHASE VI CHECKLIST	✓
	Review final details with all reunion committee members and volunteers.	
	Solve any last-minute issues.	
	Set-up displays and any rented equipment – if permissible by event venue.	
	Decorate – if permissible by event venue.	





REUNION DAY

PHASE VII

POST-REUNION

PHASE VIII

TARGET DATE

PHASE VII CHECKLIST



	Set-up displays and any rented equipment.	
	Decorate.	
	Have Fun!	

TARGET DATE

PHASE VIII CHECKLIST



	Settle accounts with all reunion vendors.	
	Write 'thank you' notes to volunteers, hotel and venue staff, and caterer.	





CONTACT US TODAY!

OUR TOURISM DEPARTMENT
IS READY TO ASSIST YOU!

TOLL FREE: **888.98.HEROES**
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CUMBERLAND COUNTY, NC

FAYETTEVILLE

AREA

CONVENTION AND VISITORS BUREAU

www.VISITFAYETTEVILLENC.com