

PLAN YOUR FAMILY REUNION IN GREATER FAYETTEVILLE!

EXPLORE ALL YOU **CAN DO!**

PLANNING CHECKLIST

TARGET DATE

6-8 MONTHS OUT



	Recruit volunteers to help plan and serve on planning committees.	
	Identify a local representative and gather their contact information.	
	Talk with past reunion chairpersons to gather ideas.	
	Hold a planning meeting to decide on activities, food, drinks, and the schedule.	
	Contact the FACVB at (910) 483-5311 for planning assistance and pricing.	
	Determine a budget.	
	Develop a mailing list of possible attendees.	
	Consider opening a bank account for reunion funds.	

TARGET DATE

4-6 MONTHS OUT



	Choose menus for each meal.	
	Send initial invitations and include registration information if needed.	
	Estimate the total cost of the reunion.	
	Identify any missing family members or organization members.	
	Finalize reservations for lodging, entertainment, venues, and restaurants.	
	Send the first newsletter with reunion updates and plans.	
	Send invitations to newly identified attendees.	
	Ask attendees to make their hotel reservations.	

245 Person Street,
Fayetteville, NC 28301

FAYETTEVILLE NC
AREA CONVENTION
& VISITORS BUREAU

T: (910) 483-5311
www.VisitFayNC.com

TARGET DATE**2-4 MONTHS OUT**

Meet with FACVB, hotel(s), and venue/facility staff.

Plan decorations and any other supplies that may be needed.

TARGET DATE**6 WEEKS OUT**

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**2-4 WEEKS OUT**

Purchase decorations and supplies for special activities.

Review checklist.

Determine facility and hotel staff contacts for events.

TARGET DATE**2 WEEKS OUT**

Review final details with all reunion committee members and volunteers.

Solve any last-minute issues.

Set-up displays and rented equipment – if permissible by event venue.

Decorate – if permissible by event venue.

TARGET DATE**REUNION DAY**

Set-up displays and any rented equipment.

Decorate.

Have fun!

TARGET DATE**POST-REUNION**

Settle accounts with all reunion vendors.

Write 'thank you' notes to volunteers, hotel and venue staff, and caterer.