

A young girl with her hair styled in braids is shown in profile, looking towards 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 -

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 <a href="#">HERE</a> 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 <a href="http://www.evite.com">www.evite.com</a> , 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!**

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