

FAMILY REUNION PLANNING CHECKLIST



▶ 18-24 MONTHS BEFORE

- Gather contacts and attendee list
- Set up a website/Facebook page
- Start a mailing list
- Set a budget

▶ 12 MONTHS BEFORE

- Choose possible dates and location
(*survey relatives*)
- Search/choose venues/facilities
- Create a Save the Date to send to guests
- Brainstorm activities/entertainment/food

▶ 9 MONTHS BEFORE

- Finalize dates of the reunion
- Determine a theme
- Order mementos and souvenirs
- Begin guest list
- Book venues/facilities

▶ 6 MONTHS BEFORE

- Send a reminder announcement
- Contact VLN to reserve hotel rooms at a discounted rate
- Plan decorations and displays
- Schedule events and activities
- Look into rental equipment if needed

4-5 MONTHS BEFORE

- Confirm hotel reservations
- Confirm venue details
- Print material for the directory, family newspaper, memory book

6 WEEKS BEFORE

- Type up checklist of activities to do during event
- Complete directory, family newspaper, and memory book

2 WEEKS BEFORE

- Order special event information bags from VLN
- Gather any last minute supplies and decor
- Review final checklist, location, overnight stays

SEVERAL DAYS BEFORE

- Pick up visitor information packets from VLN

REUNION DAY

- Decorate and set up venue
- Enjoy and make new memories!