



Reunion Timetable

24-18 months before

- ☐ Select New Orleans.
- ☐ Create mailing list of attendees.
- ☐ Form reunion committee(s); establish responsibilities and schedules.
- ☐ Confirm reunion dates.
- ☐ Contact the New Orleans Convention and Visitors Bureau for the best dates for your reunion and hotel assistance.

1 year before

- ☐ Select the host hotel based on the hotel assistance from the New Orleans Convention and Visitors Bureau.
- ☐ Arrange and hire entertainment, caterer and photographer for banquet.
- ☐ Choose the Family Reunion theme.
- ☐ Develop estimated registration budget.
- ☐ Send out Save the Date cards. For ways to promote your reunion, please visit NewOrleansFamilyReunions.com.

6-9 months before

- ☐ Meet with hotel staff for site visit of selected hotel.
- ☐ Send second mailer, include registration form and reunion website.
- ☐ Schedule events and group activities. For a list of tours and family-friendly activities, please visit NewOrleansFamilyReunions.com.

4-5 months before

- ☐ Confirm entertainment, caterer and photographer for banquet.
- ☐ Prepare decorations, signs and banners for registration. Contact the New Orleans Convention and Visitors Bureau for New Orleans Brochures and Bags.

Six Weeks Before

- ☐ Write checklist for reunion day tasks.
- ☐ Make assignments for reunion volunteers.

Two Weeks before

- ☐ Purchase last minute decorations and supplies.
- ☐ Reconfirm banquet, hotel and group activities with Sales Managers.
- ☐ Review Final Checklist.

The day before

- ☐ Meet with hotel managers to go over last minute details.
- ☐ Review final details with reunion committee.

Reunion day(s)

- ☐ Set-up registration tables.
- ☐ Decorate/Set-Up for Banquet.
- ☐ Laissez le bon temps rouler! 'Let the Good Times Roll!'