

# Your Family Reunion Checklist

## 18 months before the event

Gather your team, you know the ones. The doers and shakers. The ones who can get stuff done. And start getting organized! Divi up the responsibilities...many hands make light work. But remember it's always good to have one captain in charge to be sure all the pieces come together seamlessly.

- Call around to your family members and see who's interested in attending.
- Create a contact list of those folks interested and share with your team.
- Get together with your team and start brainstorming ideas. Make a list of potential dates, locations and venues.

## 12 months

- It's time to lock down that venue and those dates! Be sure to read your contract carefully with your venue and understand cancellation policies and deposit requirements.
- Determine the budget and how much each family member will need to pay.
- Send out a save the date with an RSVP via email. Give them some idea of what it will cost so your numbers are more accurate.
- Book your photographer and caterer...these pros are popular folks and will need to be booked early.

## 9 months

- Design the invitations and send them out. Get those RSVP's locked down!
- Consider choosing a theme and start planning the decorations and displays. This will also help with the invites.
- Order favors and souvenirs. T-shirts are fun!
- Gather family mementos to display. Maybe put together a video. Reunions are about making new memories but also about celebrating the ones already made as well.
- Create a schedule of activities

## 6 months

- Collect the RSVP's and send out email with the finalized details including venue, activities, costs, meal plans, maps, helpful travel information, etc. Have deposits been paid?
- Confirm your catering and photographer.

## 3 months

- Send a reminder announcement. Can be as simple as an email as well. This also helps build excitement and anticipation of a memorable event.
- Make name tags, decor and signs. Prepare a printed program.
- Designate an event emcee. You know who this one is...the one who just loves that microphone!
- Determine the venue layout and how you will use the spaces provided. Do they have a microphone you can use?
- Update your attendees list.

## 1 month

- Assign potluck dishes if needed.
- Recruit help for set up and clean up.
- Inventory needed items. Make lists!
- Shop for remaining non-perishable supplies.

## 2 weeks

- Your captain needs to make the rounds and confirm all items on the list have been handled.
- Double check that all payments have been made to your vendors.
- Confirm with venue, photographers, caterers, and who knows, the bounce house man! Be sure everyone is ready!
- Triple check food prep if self catering. Is your team ready and do they know what they need to bring?

## Reunion Day!

- This is the most important step. **Enjoy yourselves!!!** Nothing kills a party quicker than the hostess running around like a chicken with her head cut off! Relax, smile, exhale. You did it and your family is grateful!

**REUNITED  
& FEELS  
SO GOOD**