

Family Reunion Planning Checklist



Selecting a Venue & Contacting Guests

- Make a guest list
- Send a survey to guests asking for optimal dates for the reunion
- Research possible venues within the budget, based on the number of people invited and guest preferences
- Book a venue and place down payment if necessary
- Send invitations that include the venue, time, and date

Budgeting for a Reunion

- Set the overall budget
- List the reunion aspects that will cost the most and allocate part of the budget to those areas
- Gather funds from anyone contributing to the budget
- Keep a detailed list of expenses and receipts if family members will be splitting the overall cost of the reunion

Locate Help & Assign Tasks

- Reach out to family members who might help with planning
- Assign specific tasks and deadlines to those helping
- Create a means to communicate with other reunion planners throughout the planning process
- Establish a forum of communication to update guests on details of the reunion

Food & Entertainment

- Decide how your guests will be dining at the event
- Make all meal reservations based on the number of guests attending, or create a method of signing up to bring certain dishes for buffets or potlucks
- If hiring a caterer or chef, interview, sample foods, and book the service
- Decide on entertainment for each reunion day
- Send surveys out so people can sign up for different activities
- Purchase tickets for events in advance
- Create a list of games or icebreakers to play
- Book any live entertainment

Lodging

- Create a list of lodging options for guests who will need a place to stay
- Reach out to local family members and ask them to host guests in their homes
- If staying somewhere as a group, book lodging far in advance

Other Considerations

- Hire babysitters or have a few on call
- Consider hiring a professional photographer to capture pictures of everyone together

