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

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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

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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