

Family Reunion Checklist

By Campbell Rodriguez

- ☐ 4-6 Months Before
 - ☐ Organize a committee to prepare for the event.
 - ☐ Appoint a coordinator and organize teams (finances, food, activities).
 - ☐ Research and compile family reunion ideas perfect for your family.
 - ☐ Poll the family: One-day reunion, two-day reunion?
 - ☐ Research availability of reunion locations.
 - ☐ Pick a date and a location.
 - ☐ Set your budget & determine payment methods.
 - ☐ Begin building an invitation list.
 - ☐ Start pulling together family recipes.
 - ☐ Research caterers if you need one.
 - ☐ Contact local hotels and make bookings for out of town visitors.
- ☐ 3-4 Months Before
 - ☐ Choose and reserve the location.
 - ☐ Choose caterer and provide him with family recipes so they can practice.
 - ☐ Start menu planning.
 - ☐ Compile your guest list.
 - ☐ Prepare and send out the invitations.
 - ☐ Start creating to do lists and supplies needed lists.
- ☐ 2 Months Before
 - ☐ Compile local weather information and clothing tips for out-of-town guests.
 - ☐ Put together maps and directions for out-of-town guests.
 - ☐ Build a shopping list.
- ☐ 1 Month Before
 - ☐ Confirm your reservations.
 - ☐ Have the committee discuss any outstanding bills.
 - ☐ Start getting your own family ready for this event.
 - ☐ Start purchasing non-perishable items: dry goods, decorations, supplies, etc.

- ☐ 2 Weeks Before
 - ☐ Call family members who have not RSVP'd.
 - ☐ Plan activities for the adults and children.
 - ☐ Buy all supplies (for example, disposable cameras, paper plates).
 - ☐ Re-confirm your reservations.
- ☐ Reunion
 - ☐ Have fun and relax!