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.

Customize, print, share & USE this list at: checklist.com/family-reunion-checklist
☐ 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!