

# 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!