

Reunion Checklist

- ✓ Organize a reunion committee and select a reunion chairman
- ✓ Create a reunion planning binder to hold your information & family database
- ✓ Mail a survey to family members for opinions and ideas
- ✓ Select the type of reunion and choose a location
- ✓ Select a date and duration for the reunion
- ✓ Organize subcommittees; assign duties to family members
- ✓ Compile a list of family members and find addresses of relatives— use internet, phone & mail
- ✓ Reserve the location and check out the reunion site
- ✓ Locate lodging for out of town guests
- ✓ Create a budget
- ✓ Create invitations
- ✓ Mail invitations
- ✓ Select a liaison from each branch of the family for communications
- ✓ Announce your reunion in the family-reunion.com registry
- ✓ Find out any special talents of family members
- ✓ Look for family memorabilia to display
- ✓ Compile historical information about your family into a book, CD
- ✓ Plan activities, games, and entertainment and get equipment needed
- ✓ Plan menus
- ✓ Develop a schedule for the reunion
- ✓ Send out a reminder
- ✓ Buy decorations and get a sub-committee to decorate
- ✓ Buy or prepare awards, certificates, and prizes
- ✓ Buy paper plates, napkins, and plastic silverware
- ✓ Compile grocery list and shop for groceries
- ✓ Prepare name tags
- ✓ Prepare food if it's a home reunion potluck
- ✓ Make sure video camera battery is charged and the camera is loaded with film
- ✓ Hold reunion (!)
- ✓ Have welcoming committee to greet attendees
- ✓ Get acquainted activities
- ✓ Take lots of pictures
- ✓ Collect updated information from family members before they leave
- ✓ Conduct oral histories from senior family members
- ✓ Ask guests to evaluate the reunion
- ✓ Clean up