

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!