Family Reunion Quick-Start Checklist

Print these pages. Tape them to the fridge. Cross things off.

12 MONTHS OUT

- ☐ Form the planning team (3–5 people across branches).
- ☐ Decide on two clear goals for the reunion.
- ☐ Brainstorm possible reunion dates and narrow them down to a two- to three-month timeframe.
- ☐ Draft a rough budget and pick a funding model.
- ☐ Start the family contact list or update an existing one.
- ☐ Pick where reunion information will live (your single source of truth).

9 MONTHS OUT

- ☐ Confirm and book the venue.
- ☐ Lock the date.
- ☐ Send save-the-dates to the full family list.
- ☐ Open contributions or fundraising.
- ☐ Negotiate hotel room blocks if needed.
- ☐ Set up a dedicated bank account or shared digital wallet for reunion money.

6 MONTHS OUT

- ☐ Send formal invitations with RSVP instructions.
- ☐ Begin planning activities and programming.
- ☐ Research caterers, photographers, and any other vendors.
- ☐ Confirm lodging blocks and share booking info.
- ☐ Start collecting RSVPs.

3 MONTHS OUT

- ☐ Confirm caterer and final headcount.
- ☐ Book photographer and any entertainment.
- ☐ Order t-shirts or favors if doing them.
- ☐ Finalize the program / activity schedule.
- ☐ Recruit day-of volunteers.

1 MONTH OUT

- ☐ Close RSVP deadline (give yourself buffer).
- ☐ Send detailed schedule to everyone attending.
- ☐ Confirm all vendors in writing.
- ☐ Prepare printed materials such as name tags, event programs, and photo prompt cards.
- ☐ Build the day-of essentials kit.
- ☐ Walk the venue one last time.
- ☐ Check the weather forecast and your backup plan.

1 WEEK OUT

- [ ] Final headcount confirmations to caterer and venue.
- [ ] Send a final reminder with parking, address, weather notes.
- [ ] Charge phones, cameras, portable speakers.
- [ ] Pack the day-of kit.
- [ ] Get a good night's sleep.

DAY OF

- [ ] Arrive at least two hours early.
- [ ] Set up signage, name tag table, and the photo backdrop first.
- [ ] Brief your volunteers and your day-of go-to person.
- [ ] Hydrate. Eat. Take a breath.
- [ ] Be present. The planning is complete, so take time to relax and enjoy being with your family.

THE WEEK AFTER

- [ ] Send thank-you messages.
- [ ] Share the photo upload link.
- [ ] Settle final expenses and share a closing summary.
- [ ] Save everything for the next reunion's planners.
- [ ] Finalize the cadence for the next one.