

Family Reunion Checklist

Check off each job as it's done. The two deadlines that matter most: booking the venue and final numbers.

Reunion date _____ Organizers _____

12 months

- ☐ Agree who is organizing (3–4 people, named jobs)
- ☐ Pick the date and don't move it
- ☐ Rough head count
- ☐ Check for clashes (school, vacations, weddings)
- ☐ Sketch a budget

9 months

- ☐ Book the venue (head count + 10%)
- ☐ Send save-the-dates
- ☐ List places to stay for travelers

6 months

- ☐ Send invitations (say what's covered)
- ☐ Decide on food: caterer or potluck
- ☐ Plan activities for kids and adults
- ☐ Assign jobs

3 months

- ☐ Chase RSVPs by phone
- ☐ Book rentals (tables, tents, chairs)
- ☐ Start the family tree poster
- ☐ Ask everyone to bring old photos

1 month

- ☐ Final numbers
- ☐ Print name badges with family branch
- ☐ Write the schedule for the day
- ☐ Agree on the interview and photo plan

1 week

- ☐ Confirm venue and caterer
- ☐ Print everything
- ☐ Charge cameras and phones
- ☐ Pack the box of things you always forget

On the day

- ☐ Welcome table and badges
- ☐ Group photo with everyone named
- ☐ Record 2–3 short interviews with the oldest relatives
- ☐ Scan photos people brought

1 week after

- ☐ Share photos
- ☐ Send thank-you notes
- ☐ Write down what to do differently
- ☐ Propose the next date