

Family Reunion Planning Checklist



6 Months Before:

- 1. Form a Planning Committee: 🧑‍🤝‍🧑
Recruit family members to help plan and organize the reunion festivities.
- 2. Choose a Date and Location: 📅
Coordinate schedules and select a venue that can accommodate the entire family, whether it's a park, campground, or AirBNB.
- 3. Secure Entertainment: 🎵 Consider renting a bounce house or slide from Pick Up Your Party. Slip-N-Slides are popular for all ages since there are not steps to climb.

2 Months Before:

- 1. Send Invitations: ✉️ Send out formal invitations with all the details about the reunion, including schedules, accommodations, and RSVP information (www.RSVPify.com)
- 2. Finalize Menu: 🍔 Plan a delicious menu that caters to everyone's tastes and dietary needs, from BBQ cookouts to potluck dinners under the stars.
- 3. Review Entertainment Options: 🏠
Reserve a bounce house or slide.
Note: Summers book out quicker.

The Week Before:

- 1. Set Up Event Spaces: 🎉 Transform the reunion venue into a welcoming oasis with colorful decorations, seating areas, and designated activity zones.
- 2. Coordinate Transportation: 🚗 Arrange transportation options for family members who may need assistance getting to the reunion location.
- 3. Review Safety Protocols: ⚠️ Ensure all safety measures are in place, especially if children will be enjoying the bounce house or slide during the festivities.

The Day Of:

- 1. Welcome Guests: 🙌 Greet family members with open arms as they arrive, setting the stage for a day filled with love, laughter, and cherished memories. Enjoy!

4 Months Before:

- 1. Send Save the Dates: ✉️ Notify family members of the upcoming reunion dates to give them plenty of time to make travel arrangements and mark their calendars.
- 2. Plan Activities: 🎮 Brainstorm fun activities and games for all ages to enjoy, from scavenger hunts to talent shows and beyond.
- 3. Organize Accommodations: 🏠 Arrange lodging options for out-of-town relatives, whether it's booking hotel rooms or family hosted rooms.

1 Month Before:

- 1. Confirm RSVPs: 📱 Follow up with family members who haven't responded to the invitations to get a final headcount and make any necessary adjustments.
- 2. Purchase Supplies: 🛒 Stock up on essentials like decorations, tableware, and outdoor games to ensure you're fully prepared for the big day.
- 3. Prepare Welcome Packets: 📁 Create welcome packets for guests, including schedules, maps, and any other relevant information they may need.