

Planning your Reunion



One year before...

- Determine interest
- Start a family mailing list
- Form reunion committee(s) and establish responsibilities and schedules
- Keep records of everything
- Set date(s)
- Call Gateway Reservations at 800.409.7295 to reserve your lodging room blocks and banquet location. Guests will call in their reservations directly to Gateway.
- Send first mailer; tentative reunion schedule and plans
- Arrange or hire caterer, photographer, videographer

6-9 months before...

- Send second mailer
- Begin souvenir directory with list of attendees, memory book

5 months before...

- Confirm reservations, entertainment, photographer
- Confirm Caterer and choose menu

6 weeks before...

- Complete directory/memory book
- Write checklist for reunion tasks
- Prepare Family recognition awards
- Designate assignments for volunteers

2 weeks before...

- Purchase decorations and incidental supplies
- Confirm meeting, sleeping and eating accommodations
- Review final checklist

The day before...

- Solve last-minute problems
- Review final details

Reunion day(s)...

- Set up registration tables, rental equipment, displays
- Juggle details; volunteers, food, photographer, games, entertainment
- Decorate
- Enjoy yourself!