

S!BONAVENUE

Your Family Reunion Planning Checklist

Choose a Date

Dates to avoid:

Planned family events (weddings, graduations, etc.):

1 day or multi-day event?

Date of event:

Determine the Budget

Total budget: _____

Venue budget

Entertainment budget

Food & drink budget

Cost per person/family

Choose a Location

Indoors, outdoors or both? _____

Geographical area _____

Lodging Needs? Yes No

How many overnight guests/families? _____

Venue quotes:

Final Venue: _____

Planning a family reunion is a labor of love. And while it all pays off when generations and family units from near and far are gathered together celebrating your shared lineage, pulling off a successful event takes some organization and commitment!

Don't forget: start the planning process early. Depending on the size of the event, 6-12 months is recommended.

Send Invitations

Design & create invitations (paper or digital)

Send invitations (6-12 weeks in advance, or more!)

Compile RSVPs

Final head count: _____

Plan the Menu

Catered or potluck? _____

Local catering options:

Account for special diet or meal needs:

Vegetarian

Gluten Free

Vegan

Other: _____

Must-have foods: _____

Beverage list:

Alcoholic beverages: _____

Non-alcoholic beverage: _____

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Entertainment/Activities

Determine planned activities: _____

Equipment or items needed:

Delegate!

No one person should try to do everything!

RSVP collector: _____

Meal planning: _____

Beverages: _____

Decorations: _____

Photo boards or slideshow: _____

Music/playlist: _____

Entertainment: _____

Family photographer: _____

Greeters: _____

Set up duty: _____

Clean up duty: _____

Safety/First aid officer: _____

Miscellaneous Details

Parking - any special considerations? _____

Transportation:

Airport Pickups/Dropoffs: _____

Shuttle from hotel or lodging: _____

Seating arrangements, as needed

Audio/visual needs

Power/electric needs (especially if outdoors!)

Don't Forget We're Here to Help!

If this family reunion planning checklist seems like a lot to do, it's because it is!

Talk to us about your event today! We will work hard to bring your unique taste, style and budget together for an event that leaves a lasting impression on your family!