
FAMILY REUNION CHECKLIST

ACCOMMODATIONS

- Stay with family members or reserve a block of hotel rooms?
- Family Members Hosting – Decide who is staying where, specify what guests will need to bring (e.g. pack & play, sleeping bags, pillows).
- Hotel Accommodations – Specify deadline to make/cancel reservations, list of amenities, and hotel policies.

ACTIVITIES

- Take into consideration handicaps, ages of all family members, and cost/ability to participate.
- For all activities that need to be booked in advance, find out deadlines, required deposits, and policies.
- Account for the size of your group when choosing activities and locations.
- Prepare a comprehensive itinerary and communicate details and deadlines to all family members.
- Come up with or research game and prize ideas.

CAPTURING MEMORIES

- Consider hiring a professional photographer to take pictures during the event.
- Coordinate a system for having everyone share their photos from the event on a single site or account.
- Consider having someone videotape each family member making a statement about themselves, the reunion, or the family.
- Have t-shirts made for the event. Consider having everyone sign each other's shirts or have everyone's name listed on the back of the shirt.

COMMUNICATION

- Supply everyone with a contact list that includes family member's information as well as hotel/activities point-of-contact information.
- Send out reminders as deadlines and the big event draw closer.