

FAMILY REUNION PLANNING CHECKLIST

Event Details

TASK:

DATE/INITIALS:

Location Details:

- Set Date: _____
- Set Time: _____
- Location: _____
 - Address: _____
 - Contact: _____
 - Deposit: _____
 - Amenities: _____
 - Restrictions: _____

Notifications:

- Choose invitation type:
 - Email
 - Social Media
 - Snail Mail
 - Text/Call
- Create Invitations: _____
- Make Contact List: _____
- Invite Families: _____

Guest Accommodations:

- Available Family Homes:
 - _____
 - _____
 - _____
 - _____
- Hotels/Motels/B & B
 - Name: _____
 - Contact: _____
 - Cost: _____
 - Name: _____
 - Contact: _____
 - Cost: _____
 - Name: _____
 - Contact: _____
 - Cost: _____

Event Volunteers:

- Set Up Volunteers: _____

- Clean Up Volunteers: _____

Entertainment Details

Food:

- Food Coordinator:
 - Contact: _____
- Choose Type of Meal: _____
 - Catered:
 - Provider: _____
 - Contact: _____
 - Potluck:
 - Provided Items: _____
- Bring your own _____

Games:

- Game Coordinator:*
 - Contact:* _____
 - Game Time:* _____
- Purchase Supplies:* _____
 - Game Supplies:* _____
 - _____
 - _____
- Prizes:* _____

Favors:

Favor Coordinator:

- Contact:* _____

Choose Favor Type:

- Tshirt:* _____
 - Slogan:* _____
 - Color:* _____
 - Sizes:* _____
 - Cost:* _____
- Other:*
 - _____
 - _____
 - Cost:* _____
- Purchase Favors:* _____
- Sort/Prepare Favors:* _____

Other Entertainment:

- _____
- _____
- _____
- _____

