



Plan Your  
**FAMILY REUNION**  
in *America's*  
*Hometown*

<b>Greater Fayetteville's Family Reunion Timeline and Checklist</b>		
Target Date	Task	✓
<b><i>Phase I: Six to Eight Months Prior</i></b>		
	Recruit volunteers to assist with planning and delegate reunion-planning committees.	
	Determine local reunion representative and contact information.	
	Discuss reunion ideas with past reunion chairpersons.	
	Host planning meeting to determine what activities, food, and beverage to include in the schedule of events.	
	Contact the Fayetteville Area CVB at 888-98-HEROES for pricing and availability on hotels, unique reunion venues, food & beverage, entertainment, and other reunion-related purchases.	
	Determine a budget – Click <a href="#">HERE</a> for the FACVB reunion budget worksheet.	
	Develop a mailing list of possible reunion attendees.	
	Consider opening a reunion bank account.	
<b><i>Phase II: Four to Six Months Prior</i></b>		
	Choose menus for each meal.	
	Send out initial invitations (this may be online through <a href="http://www.evite.com">www.evite.com</a> , printed save the date cards, or formal letter) and include any registration for family/organizational directory.	
	Figure out approximate cost of entire reunion.	
	List any missing relations/members.	
	Finalize lodging, entertainment, venue, and restaurant reservations.	
	Send out first newsletter or informative letter on plans for reunion.	
	Send invitations to new people as they are found.	
	Have reunion members make their hotel reservations.	
<b><i>Phase III: Two to Four Months Prior</i></b>		
	Meet with FACVB, hotel, and venue/facility staff.	
	Plan decorations and any other supplies you may need.	

Fayetteville Area Convention & Visitors Bureau  
245 Person Street, Fayetteville, NC 28301  
888-98-HEROES  
[www.VisitFayettevilleNC.com](http://www.VisitFayettevilleNC.com)



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<b>Phase IV: Six Weeks Prior</b>		
	Complete directory of attendees and deliver to printer.	
	Confirm lodging, entertainment/talent, and restaurant reservations.	
	Contact the Fayetteville Area CVB for brochures, maps, etc.	
	Order reunion give-a-way items such as bags, T-shirts, hats, buttons, etc.	
<b>Phase V: Two to Four Weeks Prior</b>		
	Purchase decorations and supplies for special activities.	
	Review checklist.	
	Determine facility and hotel staff contacts for events.	
<b>Phase VI: Two Weeks Prior to Day Before</b>		
	Review final details with all reunion committee members and volunteers.	
	Solve any last-minute issues.	
	Set-up displays and any rented equipment – if permissible by event venue.	
	Decorate – if permissible by event venue.	
<b>Phase VII: Reunion Day!</b>		
	Set-up displays and any rented equipment.	
	Decorate.	
	Have Fun!	
<b>Phase VIII: Post-Reunion</b>		
	Settle accounts with all reunion vendors.	
	Write thank-you notes to volunteers, hotel and venue staff, and caterer.	

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