



# Family Reunion Planning Checklist

## 18-24 months before:

- Gather reunion contacts and attendee list
- Set up website and social media sites
- Start a mailing list
- Develop a budget

## One year before:

- Set a date and time
- Explore and choose location-Contact Visit Lake Norman (VLN) to receive a comprehensive venue guide
- Select and contract with facilities
- Create Save the Date cards to mail to guests with reunion information disclosed

## 6 to 9 months before:

- Contact VLN to reserve a hotel rooms at a discounted rate
- Select appropriate theme
- Email announcement
- Schedule events and activities
- Begin souvenir directory/guest list/memory book
- Send second mailer: registration forms, cost, souvenir ordering information, and hotel information

## 5 months before:

- Confirm hotel reservations room block with VLN
- Confirm details with the venue manager
- Discuss dining menus and pricing; check out VLN's vendor guide for catering & other entertainment vendors

## 4 months before:

- Select decoration for the venue such as lights and banners as well as rental equipment if needed
- Print material for the directory, family newspaper/memory book

## Six weeks before:

- Type up checklist of activities to do during event
- Complete directory, family newspaper/memory book

## Two weeks before:

- Order visitor information packets from VLN
- Gather any last minute supplies and decor
- Review final checklist, location, overnight stays

## Several days before:

- Meet with Visit Lake Norman to assist in the finalization process regarding hotel accommodations
- Pick up visitor information packets from VLN
- Meet with venue manager on reunion day details

## Reunion Day(s):

- Decorate venue, set up displays and rental equipment
- Enjoy your unforgettable family experience!

## Afterward:

- Evaluate and reflect on the event
- Write thank you letters
- Start planning your next reunion