PRINTABLE CHECKLIST

The Family Reunion Planning Checklist

A month-by-month timeline for the relative who always ends up organizing it.

◆ PRINT IT · CHECK IT OFF · BREATHE ◆

Set the basics

Date, place and budget — everything else follows.

- [ ] **Form a small planning group.** Two or three people, ideally from different branches.
- [ ] **Survey the family on dates.** Offer two or three options.
- [ ] **Choose a location.** Someone's home, a park, a camp, a hotel or a rental.
- [ ] **Set a rough budget and how it will be split.** Per household, per adult, or a mix.
- [ ] **Reserve the venue or shelter.** Public park pavilions often open bookings far ahead.

Build the household list

Plan by household, not by person.

- [ ] **List every household.** Main contact, where they are traveling from, adults and kids.
- [ ] **Send a save-the-date.** By text, email, a family group or mail.
- [ ] **Line up lodging options.** Hotel blocks, cabins, campsites, family guest rooms.
- [ ] **Ask for help.** Specific jobs for specific people.

NOTES

Meals, activities and money

Turn the head count into a plan.

- [ ] **Collect RSVPs and a head count.** Adults and kids, separately.
- [ ] **Plan meals.** Catered, potluck, or a mix.
- [ ] **Plan activities for every age.** Games for kids, something seated for older relatives.
- [ ] **Collect contributions.** Track by household.
- [ ] **Order reunion shirts, if you are doing them.** Collect sizes per person.

Confirm and communicate

One schedule, sent to every household.

- [ ] **Confirm the venue, rentals and food.** Times and final numbers.
- [ ] **Write a weekend schedule.** Arrivals, meals, activities, the group photo, goodbyes.
- [ ] **Check the potluck list.** What is still missing, who is bringing serving utensils.
- [ ] **Plan the group photo.** A time, a place and someone to take it.

NOTES

The weekend itself

Small things that make the day smoother.

- [ ] **Set up a welcome table.** Name tags with family branch, the schedule, a sign-in sheet.
- [ ] **Collect updated contact information.** Addresses, phones, emails.
- [ ] **Gather stories and photos.** A memory table or a shared album.
- [ ] **Keep receipts in one place.** For settling the budget afterward.

Wrap up and hand off

Leave next year's host a head start.

- [ ] **Settle the budget.** Share totals with the family.
- [ ] **Share photos.** One shared album.
- [ ] **Write down what worked.** And what to change.
- [ ] **Pass everything to the next host.** The household list, contacts and notes.

> **If you take one thing from this checklist:** plan by household, and keep that list. The household list with updated contacts is the most valuable thing a reunion produces, and handing it to the next host saves them months.

NOTES

WHEN PAPER STOPS BEING ENOUGH

This checklist can't count heads.

Paper is fine until forty households have RSVP'd in five different ways, the potluck has three potato salads and no main dish, and the budget needs splitting fairly. That is the point one organizer ends up holding it all in their head.

The MDRN Family Reunion Planner

A household directory with a live head count, a family tree, potluck sign-ups, lodging and travel, and a shared budget. Hand the whole file to next year's host.

mdrn-milestone-website.vercel.app/planners/family-reunion.html

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