

# Pearland Family Reunion Calendar



## 24-18 MONTHS BEFORE

- Determine interest
- Set up a reunion planning committee; determine responsibilities and schedules
- Start a mailing list
- Develop a budget – consider pre-reunion costs as well as those costs associated with the reunion itself
- Contact local Convention & Visitor Bureaus or Tourism Offices in the destinations you are considering
- Keep records of everything

## 12 MONTHS BEFORE

- Set a date & choose a location. Reserve venue or picnic area in the park
- Send out Save-the-Date cards that include a tentative reunion schedule, theme, cost estimate, memory book ideas, missing persons lists
- Organize entertainment, caterers, photographers, videographers, group transportation, souvenirs

## 9-6 MONTHS BEFORE

- Choose a host hotel(s), reserve a block of rooms
- Schedule events and activities for the reunion
- Create a Facebook Page or other social media account for the reunion to build excitement and send major announcements
- Send invitations and include registration forms, cost, souvenir order forms, updated list of missing persons and a schedule of activities

## 5 MONTHS BEFORE

- Confirm reservations, entertainment, caterers (select menu or make other plans for food), photographers, videographers, group transportation
- Utilize Facebook or other social media platform to communicate updates and create enthusiasm
- Send invitation and details to missing persons as they are found

## 4-2 MONTHS BEFORE

- Select decorations, themed items, signs and banners
- Submit personalized souvenir order
- Reserve rental equipment – tables, chairs, tents, inflatables, etc.
- Order brochures and visitor information from local CVB or Tourism Office



[cont.]



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## 6 WEEKS BEFORE

- Make a checklist for reunion day tasks, assign duties to volunteers
- Complete family directory, deliver to printer

## 2 WEEKS BEFORE

- Purchase last minute decorations and incidental supplies
- Reconfirm meeting, sleeping, and eating arrangements
- Review final checklist

## THE DAY BEFORE

- Contact facility managers and determine location of staff contacts for your reunion
- Solve any last minute issues
- Review final details with reunion committee

## REUNION DAY/WEEKEND

- Set up registration tables, rental equipment, displays, décor, etc.
- Coordinate details; volunteers, food, photographer, games, kids' activities, entertainment, awards, tours, etc.
- Recognize volunteers
- Enjoy!!

## AFTERWARDS

- Reflect and evaluate – take note of what worked, what didn't
- Complete bookkeeping, settle accounts
- Write thank you notes to volunteers, staff, caterers, etc.
- Update Facebook page or other account with pictures and a summary of the reunion
- Start planning your next reunion

