



# Reunion Planning Checklist

## Set up a committee to make important decisions

- Enlist volunteers for different aspects of the event: accommodations, activities, food
- Determine time of year and length of the reunion
- Select date and location
- Develop a guest list and decide on a registration fee (if any)

## Developing a budget

- Pre-Reunion costs
  - Phone calls, postage and printing, decorations, welcome packets and transportation, venue rental expenses
- Reunion Day Costs
  - Food, beverages, entertainment, photographer
- Consider any fundraising activities

## Organize a mailing system

- Save the Dates, Reunion Information, Hotel Info & Registration, All Relevant reunion information, and reminder notice with final notes

## Theme and Reunion Activities

- Consider surveying your family members to see what kinds of activities they would be interested in
- Plan for games, entertainment, and group activities
- Will your reunion have awards?

## Contact the Pearland Convention & Visitors Bureau

- Ask for assistance with hotel or venue selection
- Request collateral
- Ask for suggestions about your Pearland reunion

## Find a Site

- Hotel / Banquet Facilities / Meeting Space / Local Parks

## Transportation

- If several family members or guests are traveling from farther away, you may be able to save them some money by arranging for group fares

## Food

- One of the main attractions at your upcoming event! Check out our list of
- Catering Options or Group Friendly Restaurants.

## Additional items

- Will you need to rent tables, chairs, and a tent? Make sure equipment for games and activities is available, in addition to decorations and nametags

## The Reunion

- Hospitality Suite
- Meet and Greet for family members
- Picnic // Banquet
- Take lots of pictures! Is your camera charged?
- Share with the P Pearland Convention & Visitors Bureau your family reunion experience!

