

# ESTABLISHING A TIMETABLE FOR YOUR REUNION

Planning a family reunion is a joyful journey—but it also takes strategy, organization, and time. The best reunions don't just fall into place overnight—they're thoughtfully designed over many months (sometimes even years). That's where a clear timeline becomes your secret weapon. By mapping out your reunion tasks and setting deadlines, you'll stay ahead of the curve and avoid the last-minute stress. Whether it's your first time planning or you're a seasoned organizer, this helpful timetable breaks down everything you need to do, when to do it, and how to keep your reunion on track from start to finish.

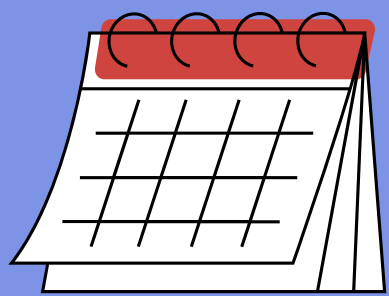


## 24 Months Prior

- 18–24 months in advance determine interest and budget parameters and begin developing a guest list.
- Talk to previous organizers and/or attend a reunions workshop hosted by a Convention & Visitors Bureau.
- Establish reunion committees with responsibilities and schedules
- Professional reunion planners handle large, complex groups.
- Create bookkeeping system.

## 12 Months Prior

- Choose your reunion location and set the dates. Budget and travel will impact the guest attendance. Summer is busy with kids' activities a long weekend may be better.
- Reserve hotel room block.
- Create a simple website, Facebook page and X account
- If needed, hire entertainment, photographer and videographer.
- Send "Save the Date" announcement, including website and social media.



## 6–9 Months Prior

- Visit hotel meeting with sales regarding room block and catering regarding meals. If a reunion dinner is off site meet and determine options and cost.
- Choose a reunion theme. It may trigger ideas for food, decorations and activities.
- Schedule events and activities for adults and kids posting regularly online and social media.
- Send formal invites with full event and activity detail, along with souvenir (t-shirts, hats) ordering information.

## 4 Months Prior

- Send second mailer with registration form, cost and updated list of missing persons.
- Order decorations, signs, banners, etc.
- Reserve rental tents, tables, coolers and chairs.
- Confirm menus for group events.
- Submit personalized souvenir order.



## 1–2 Months Prior

- Keep social media and online updated. Send follow-up email/mail reminder.
- Reach out to anyone missing.
- Create reunion day checklist and assign to volunteers.
- Check with committee chairs for progress report.
- Reconfirm all meeting, sleeping and eating arrangements.
- Gather name tags and non-perishables.

## 1 Week Prior

- Contact all suppliers to obtain staff contacts for your reunion days.
- Review final details with reunion committees.
- Assemble Welcome Packets.



## Reunion Day of Event

- Set up decorations and registration early. (Day before if possible)
- Set up kids' games/activities early so they can start & finish on time.
- Stay involved with volunteers, food, games, tours, photographer and entertainment.
- Salute volunteers and committees and Enjoy the Day!

## Post-Reunion Follow-up

- Note what worked, what didn't.
- Complete event bookkeeping and settle accounts
- Thank you notes to volunteers, committees and any supplier who excelled.
- Post reunion recap on social media, online and send to any family members unable to attend.
- Start planning for the next reunion.



Planning a reunion doesn't stop with the timeline—Destination Reunions has a whole library of tips, articles, and destination spotlights to help you every step of the way. Explore [more of our expert planning resources here](#), and start building the reunion your group will talk about for years to come.