

# 12-MONTH REUNION PLANNING CHECKLIST

FROM

DESTINATION

# Reunions

*From inception to finishing touches, streamline the reunion planning process with our detailed 12-month "To Do" checklist. Stay on track and curate a successful and memorable family gathering!*

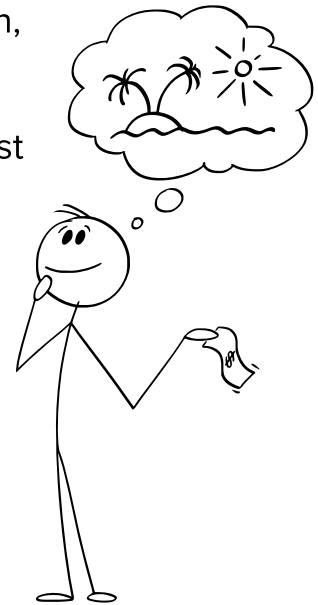


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## 12 MONTHS OUT - VISION & FOUNDATION

- ☐ Pick a reunion style that fits everyone's wishes (vacation, weekend event, cruise, all-inclusive family resort, etc.)
- ☐ Discuss ideas with key family members to gauge interest and participation
- ☐ Create a group communication hub (email list, private Facebook group, planning app, or group chat)
- ☐ Choose potential dates and destinations that work with everyone's schedules and enjoyments
- ☐ Research a general budget range per family group or individual family member



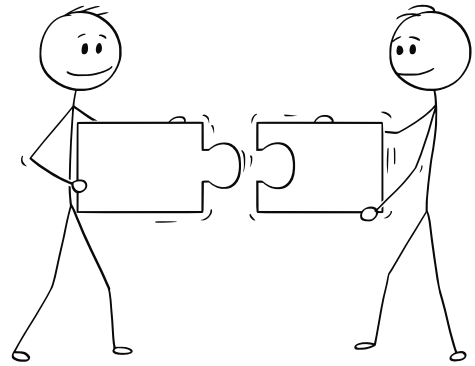
## 10 - 11 MONTHS OUT - SET YOUR PLAN IN MOTION

- ☐ Finalize the trip dates and your reunion destination
- ☐ Assign core planning roles to appropriate family members (event lead, treasurer, activities coordinator)
- ☐ Research and compare accommodation options (rentals, resorts, hotels, cabins, etc.) and remember to look for group savings
- ☐ Begin researching transportation needs (flights, group buses, rental cars, cruise lines, etc.)
- ☐ Collect preliminary RSVP interest for a more accurate headcount



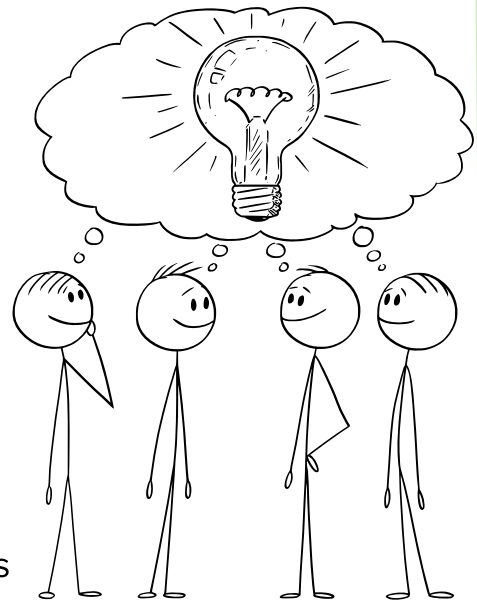
## 8 - 9 MONTHS OUT - LOCK IN ESSENTIALS

- ☐ Book accommodations with group-friendly amenities and include any extras like tours and add-on activities
- ☐ Reserve group transportation (flights, vans, charters) if necessary
- ☐ Confirm accessibility and dietary needs to ensure everyone can enjoy the accommodations and activities
- ☐ Explore group activity ideas (boat rides, museums, games, tours, etc.) and plan necessary reservations
- ☐ Once RSVPs are finalized, send out Save-the-Dates with confirmed reunion location and travel dates



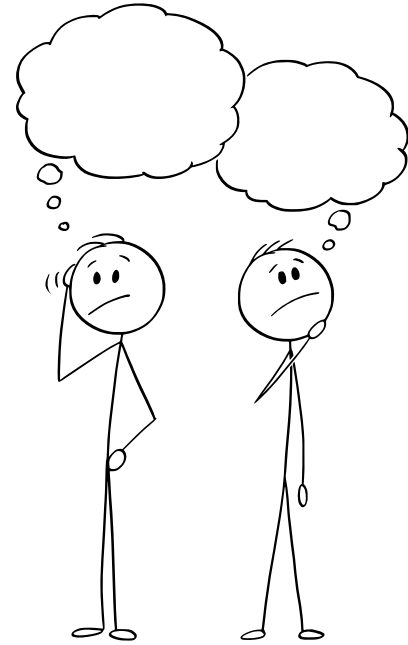
## 6 - 7 MONTHS OUT - DIVE INTO DETAILS

- ☐ Finalize your group itinerary framework (free time vs. scheduled activities)
- ☐ Research group dining options and catering if needed and plan necessary reservations
- ☐ Collect deposits from families (if applicable)
- ☐ Plan a budget-friendly payment schedule for larger expenses
- ☐ Arrange for family T-shirts, swag, or keepsakes for tangible multigenerational family memories



## 4 - 5 MONTHS OUT - ACTIVITY PLANNING & REMINDERS

- ☐ Confirm excursions and book any time-sensitive tickets (theme parks, tours, etc.)
- ☐ Start assigning meals and prep, potluck contributions, or dining reservations
- ☐ Finalize your total group headcount
- ☐ Reconfirm travel plans and send reminders
- ☐ Start planning intergenerational games and downtime or rainy-day activities



## 2 - 3 MONTHS OUT - COMMUNICATE & CONFIRM

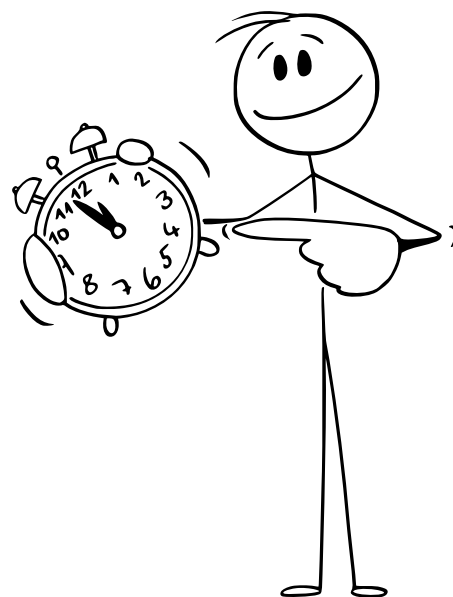
- ☐ Share a detailed itinerary with all family members (including kids!)
- ☐ Print and distribute checklists, such as packing, meals, travel essentials, etc.
- ☐ Collect medical information, emergency contacts, allergies, and other vital documents
- ☐ Designate photographers and memory keepers to document special moments
- ☐ Reconfirm reservations with all vendors





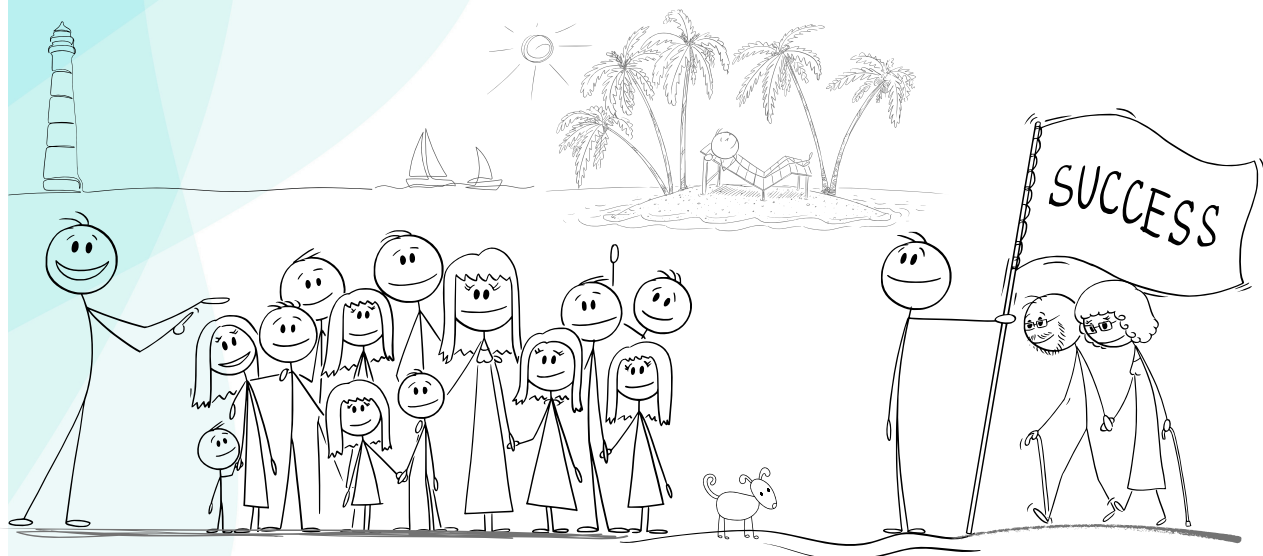
## I MONTH OUT - FINAL TOUCHES

- ☐ Create a welcome kit (name badges, activity lists, local info, snack ideas)
- ☐ Follow up on any missing payments or RSVPs
- ☐ Pack and prepare supplies (first-aid kits, games, photo props, decorations, swag)
- ☐ Confirm arrival times and contact information
- ☐ Print out important documents, maps, and necessary directions



## REUNION WEEK - SHOWTIME!

- ☐ Welcome your family with a check-in or greeting station
- ☐ Distribute itineraries, swag or shirts, and welcome kits
- ☐ Snap photos and encourage memory-making to commence!



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