

Sheila Tapia

WEB www.minneapolis.org/reunions

EMAIL sheilat@meetminneapolis.com

PHONE 612.767.8104 or 800.445.7412, ext. 8104

REUNION PLANNING TIMELINE WORKSHEET

Reunions come in many different sizes, but whether you have 50 or 500 in your group, you need to do some advance planning. After choosing your date, be prompt in reserving your hotel to ensure everything else can fall into place. So, get out your calendar and use this worksheet as a guideline for your family reunion.

TASK	TIMELINE	DATE
<ul style="list-style-type: none"> Form a committee to come up with possible dates Put together a mail/phone/email list 	2 years prior	_____
<ul style="list-style-type: none"> Select dates Contact your local CVB for assistance receiving hotel rates Create website 	12-18 months prior	_____
<ul style="list-style-type: none"> Decide on a hotel and finalize dates Put out a "Save the Date" notice Organize sub-committees for activities 	12 months prior	_____
<ul style="list-style-type: none"> Plan a reunion schedule and daily activities 	6-9 months prior	_____
<ul style="list-style-type: none"> Send out invitation with details and prices Order T-shirts, hats or other keepsakes Confirm reservations, entertainment, photographer, caterer, etc. 	4-6 months prior	_____
<ul style="list-style-type: none"> Typical deadline for payment due 	6-8 weeks prior	_____
<ul style="list-style-type: none"> Contact CVB to gather items for welcome bags 	4 weeks prior	_____
<ul style="list-style-type: none"> Enjoy your reunion! 	Date of reunion	_____