

## Harrison-Jenkins Family Reunion Guide - Checklist

We encourage you to use this timeline and checklist as a guide to plan your State's reunion. This is not an all-inclusive list, we're sure we have missed some items, so please feel free to add to the list. In order for the reunion to be successful, you will need lots of help, so we remind you to reach out to family members, particularly those residing in your State.

### September

- ☐ Schedule meetings, share cell phone numbers and emails.
- ☐ Assign responsibilities (such as attendance, finance, fundraising, communication, venue, food, activities, set-up, clean-up, etc.).
- ☐ Consider venue options (hotel ballroom vs large outdoor park and the financial impact on family members).
- ☐ Set a budget (estimate costs, determine price per person).
- ☐ Review prior year's **Reunion Recap form** for budget estimates, tee shirts, etc.
- ☐ Book the reunion venue (hotel ballroom and /or outdoor park), visit venue.
- ☐ Get event insurance, **if necessary and available**.
- ☐ Open a reunion bank account (if you don't have one).
- ☐ "Save the Date" – Nat'l will post information to reunion website, State chapter will post on social media, etc.
- ☐ Determine a theme, not required, but helpful.
- ☐ Brainstorm activities, entertainment and food based on the theme/venue.
- ☐ Investigate any events permits or other requirements.
- ☐ Apply for permits, if necessary.
- ☐ Contact the Chamber of Commerce and the City's community department.
- ☐ Investigate catering options, if necessary (get 2 – 3 quotes, be mindful of special dietary needs).

### November

- ☐ Obtain current family directory from Nat'l Secretary or Nat'l President and update as necessary (save on a flash drive).
- ☐ Contact Nat'l President to discuss seed money process (**seed money must be paid back**).
- ☐ Reserve block of hotel guest rooms – adjust as necessary.
- ☐ Contact establishments (amusement parks, restaurants, bowling alleys, theaters, etc.) and ask about discounts or coupons for large groups.
- ☐ Design/create mementos – **optional**.
- ☐ Design a reunion tee shirt logo (Consider a tee shirt logo design contest, reward the winner with a prize, logo does not need to be a family tree, should be creative!!) – **optional**.
- ☐ Hire a photographer or designate a family member to take photos and videos.
- ☐ Hire a DJ - if necessary.
- ☐ Begin preparing personal histories, slideshows, videos or other reunion handouts or displays.
- ☐ Note milestones to acknowledge at the reunion, such as anniversaries, graduations, etc.
- ☐ "Save the Date" - Send a reminder notification/letter to family members (use family member's preferred method of contact - US mail or email).

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- ☐ Reserve other services, such as tables, chairs, park pavilion, etc.
- ☐ Transportation to venue, if necessary.
- ☐ Prepare directions to venue/park site.
- ☐ Recruit helpers for set-up and clean-up.

### January

- ☐ Plan decorations, displays, etc.
- ☐ Send official letter with itinerary (reunion details, hotel information, registration cost, tee shirt cost, agenda for each day, etc.) Use US mail, email, and social media to communicate to family.
- ☐ Contact family reunion Nat'l President to add registration information to the website.
- ☐ Update family directory as needed, save on flash drive.
- ☐ Create a reunion registration list (paid).
- ☐ Arrange for door prizes and game prizes, if necessary.
- ☐ Make sure you have activities for all ages, particularly the youth.

### April

- ☐ Send family members a reminder via email blasts and social media.
- ☐ Visit venue again - walkthrough, layout, designate family group photo location, etc.
- ☐ Audio/Video equipment (speakers, projector, etc.), if necessary.
- ☐ Laptop for registration and family directory update.
- ☐ Check to see if you need additional electrical power cords, etc.
- ☐ Purchase blank name tags (peel and stick on name tags or lanyard name tags).
- ☐ Make table centerpieces/decorations, if necessary.
- ☐ Create signage - directing family to registration area.
- ☐ Finalize itinerary and Agendas: Friday, Saturday, Sunday/Cookout - Share with the Executive Board and the Scholarship Committee.
- ☐ Print Saturday program/agenda (***share with Executive Board before you print***).
- ☐ Designate event emcee.
- ☐ Prepare announcements.

### June

- ☐ Finalize family history, memory albums, slideshows, videos, etc. (consult with family Historian).
- ☐ Update paid registration list; notify family members that payment was received.
- ☐ Send reminder announcement via email blast and social media. (no US mail)
- ☐ Review set-up and clean-up.
- ☐ List inventory items needed on-site and who is responsible for delivery.
- ☐ Rent/purchase equipment that will be used for activities and games.
- ☐ Prepare name tags, registration packets.
- ☐ Confirm event details with all vendors and suppliers.
- ☐ Purchase a first aid kit, if necessary.
- ☐ Prepare a reunion survey – **optional**.

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### 2 Weeks Before

- ☐ Send reminder email blasts and post on social media. (no US mail)
- ☐ Update paid registration list; notify family members that payment was received.
- ☐ Prepare additional name tags, registration packets.
- ☐ Finalize announcements and review with the emcee.
- ☐ Finalize print items – handouts, labels, signage, etc.
- ☐ Give meal count to caterer/hotel (verify menu, etc.) - check with caterer for final count date.
- ☐ Check weather forecast – plan accordingly.

### 1 Week Before

- ☐ Finalize paid registration list; notify family members that payment was received.
- ☐ Set contingency plans for weather or other unexpected events.
- ☐ Prepare final payment to hotel, vendors - depending on contract/policy.
- ☐ Confirm room set up and equipment arrangements at venue (if applicable).
- ☐ Prepare "To Do" list for the day of the reunion.
- ☐ Plan for registration table at hotel (who will man the table?).

### 1 – 3 Days Before

- ☐ Pick up beverages, ice, food, coolers, etc.
- ☐ Prepare food and drinks as needed.
- ☐ Deliver supplies to venue if possible.
- ☐ Pick up any rental equipment, like chairs, tables, etc.

### July (Day of the Reunion)

- ☐ Registration table at hotel; ***add cell number and email to registration.***
- ☐ Write-out or print schedule/itinerary on large flip chart and post near registration table.
- ☐ List of family members who have paid (bring with you).
- ☐ Registration packets, t-shirts, bags, etc.
- ☐ Bring reunion day supplies (including checkbook) and "To Do" list for the day.
- ☐ Set up food and drinks.
- ☐ Set up decorations, activities and music, etc.

### After the Reunion

- ☐ Send family members a survey – **optional** (if not distributed at event).
- ☐ Finalize photo book and or video with photographer/videographer.
- ☐ Send thank you notes and follow up letters.
- ☐ Close bank account once all checks have cleared.
- ☐ Meet with committee to discuss successes and pitfalls – **optional**.
- ☐ Evaluate survey responses, look for opportunities and share results with the next hosting State.
- ☐ Update family directory contact list and send to Nat'l President and Secretary.

**Note:** Select venues that cater to a variety of interests, age levels and physical abilities. Get 2 – 3 quotes, be mindful of special dietary needs.

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Prepared by the 2017 Executive Board as a guide.  
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### Some Fundraising Suggestions

- **Add a donation** section to the registration form for family members who wish to make a “reunion planning donation.”
- **Popcorn Pop-Up Stores** (Double Good, Dr. Auntie’s - Cousin Cynthia Fulford), Mama Moores Popcorn, etc.)
  - [www.doublegood.com](http://www.doublegood.com)
  - [www.draunties.com](http://www.draunties.com)
    - Phone: (609) 610-4288
  - [www.mamamoorespopcorn.com](http://www.mamamoorespopcorn.com)
    -
- **The Famous 4<sup>th</sup> Street Cookie Company** – Sell cookie dough
  - [www.famouscookies.com/fundraising](http://www.famouscookies.com/fundraising)
    - Phone: (215)-625-9870
- **Sell website ads** to local businesses, particularly businesses that you visit on a regular basis. The business’s ad is posted on our family website for one year or longer depending on the request. **Family members pay 50% of the standard rate.** Refer to the website ad form that’s posted on our website at [www.hjfamilyreunion.com](http://www.hjfamilyreunion.com) under the Contact Us tab.
- **Walk/Run Fundraiser** – Participants can raise money through sponsorships.