

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
- 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)
- 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" - Post information to reunion website, Facebook, Snapchat, Instagram, 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 /or the City's reunion department
- Investigate catering options, if necessary (get 2 – 3 quotes, be mindful of special dietary needs)
Review music options, if necessary

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 (**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/t-shirts, if necessary
- Designate a family member to take photos and videos
- 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 (family member's preferred method of contact, use US mail and /or email) - **optional**
- 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

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January

- Plan decorations, displays, etc.
- Send official letter with agenda (reunion details, hotel information, registration cost, itinerary, etc.)
- Contact family reunion web master (Karen Scott) or the Nat'l President to add registration information to the website
- Update directory as needed, save on flash drive
- 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, Facebook/Twitter, Instagram, Snapchat, etc.
- Visit venue again - walkthrough, layout, etc.
- Audio/Video equipment (speakers, projector, etc.), if necessary
- Laptop for registration and directory update
- Electrical power, if necessary
- Purchase blank name tags
- Make table centerpieces/decorations, if necessary
- Prepare photo collage
- Prepare signage (marking the venue, registration area, drinks, bathrooms, etc.)
- Finalize schedule and itinerary - Share with the Executive Board and the Scholarship Committee Chairperson
- Print program/agenda
- Designate event emcee
- Prepare announcements

June

- Finalize family history, memory albums, slideshows, videos, etc. (consult with family Historian)
- Update paid registration list
- Send reminder announcement via email blast, Facebook, etc. (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 out reminder email blasts via email, post on Facebook, Twitter, Instagram, Snapchat, etc. (no US mail)
- Update paid registration list
- 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
- 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
- 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, 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 (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
- Evaluate survey responses, look for opportunities and share results with the next hosting State
- Update contact list and send to National President

