

Greater Minneapolis Convention & Visitors Association  
**Family Reunion Planning Timeline**  
**Worksheet**

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

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