



Family Reunion Starter Kit

CORE TOOLS FOR ORGANIZING A MEANINGFUL FAMILY REUNION

This starter kit brings the most-used planning tools into one printable packet. The full Family Reunion Resource Library includes additional specialized guides.

1. Quick Planning Checklist

- Choose a coordinator and committee.
- Estimate travelers and households.
- Survey dates, budget, and travel format.
- Create one official communication channel.
- Select the reunion experience.
- Share reservation and payment deadlines.
- Plan anchor activities and personal time.
- Review travel readiness.
- Celebrate, document, and plan what comes next.

2. Family Interest Snapshot

Household: _____ Expected travelers: _____

Preferred dates/seasons: _____

Preferred format: ■ Cruise ■ Resort ■ Land Destination ■ Open

Approximate per-person budget: _____

Top three reunion priorities: _____

3. Household Budget Snapshot

Expense	Estimate	Actual
Travel fare		
Taxes/fees		
Transportation		
Hotel/parking/transfers		
Protection/insurance		
Excursions/activities		
Other		
TOTAL		

4. Rooming & Household Snapshot

Household	Travelers	Room/Cabin Need

5. Committee Roles

- Family Coordinator
- Communications Lead
- Activities Lead
- History & Legacy Lead
- Youth Lead
- Budget/Shared Expense Lead
- Travel Liaison

6. Family History Prompts

- What is one of your earliest family memories?
- What tradition should never disappear?
- Who influenced you most?
- What challenge did your generation overcome?
- What do you want younger relatives to know?

7. Recognition Checklist

- Elders
- Graduates
- Birthdays/anniversaries
- Military/veteran service
- New generations
- Career/education achievements
- Community service
- Memorial remembrance

8. Travel Readiness

- IDs/passports reviewed
- Reservation names match documents
- Transportation confirmed
- Medications packed appropriately
- Accessibility arrangements confirmed
- Emergency contacts saved
- Family schedule saved

9. Sample Reunion Flow

Day	Focus
Day 1	Arrive & reconnect
Day 2	Enjoy the journey
Day 3	Explore together
Day 4	Family & legacy
Day 5	Celebrate together
Remaining days	Vacation + family time

10. Next Reunion Planning

What worked well? _____

What should change? _____

Who will maintain the contact list? _____

When should the family begin discussing the next reunion? _____