



Family Reunion Planning Checklist

FROM FIRST CONVERSATION TO REUNION DAY

Use this checklist as a working timeline. Adjust the timing to fit your family, cruise line, resort, destination, and group requirements.

12-18 Months Before

- Choose a family coordinator and small planning committee.
- Estimate the number of households and travelers.
- Identify preferred reunion dates or seasons.
- Survey the family about cruise vs. land options.
- Discuss an approximate travel budget range.
- Identify elders, children, mobility needs, and accessibility considerations.
- Create a central family contact list.

9-12 Months Before

- Select the preferred travel format and destination.
- Confirm the family communication method.
- Establish committee roles and decision-making process.
- Identify important family traditions, milestones, and reunion goals.
- Begin collecting family history, photographs, and recognition information.

6-9 Months Before

- Share official travel and reservation information.
- Encourage households to review payment deadlines and travel requirements.
- Begin planning family dinners, activities, excursions, and recognition.
- Identify youth and teen activities.
- Create a preliminary reunion schedule.

90-180 Days Before

- Confirm expected participation.
- Review rooming or cabin arrangements.
- Finalize major family activities and shared gatherings.
- Confirm family recognition list.
- Review passports, IDs, and travel documentation requirements.
- Identify emergency contacts and special travel needs.

30-60 Days Before

- Distribute the reunion schedule.
- Confirm arrival and transportation plans.
- Finalize shirts, gifts, printed materials, or family keepsakes.
- Confirm group dinner and meeting details.
- Remind households to review travel documents and deadlines.

Departure Week

- Send final family communication.
- Confirm important contact information.
- Pack travel documents and medications.
- Bring copies of family schedule and emergency information.
- Plan to enjoy the reunion - not manage every minute of it.

After the Reunion

- Share photographs and memories.
- Thank volunteers and committee members.
- Collect family feedback.
- Document decisions and traditions for the next reunion.
- Begin a preliminary conversation about when the family will gather again.