



Family Contact & Communication Guide

KEEP REUNION INFORMATION ORGANIZED AND CONSISTENT

A family reunion becomes easier to manage when everyone knows where official information comes from and who is responsible for answering which questions.

Build One Master Contact List

- List each household once with a primary contact.
- Record preferred email and phone number.
- Identify household members and generations.
- Note communication preference: email, text, group app, or phone.
- Avoid sharing personal contact information beyond the family without permission.

Create an Official Communication Channel

Choose one primary channel for official reunion information. Social media can support the reunion, but major deadlines and travel instructions should not depend only on posts that relatives may miss.

Recommended Communication Rhythm

When	What to Communicate
Planning launch	Purpose, survey, dates under consideration
Reservation opening	Official booking instructions and deadlines
Monthly/quarterly updates	Participation, activities, reminders
90 days	Documents, travel readiness, schedule preview
30 days	Final schedule and arrival planning
Departure week	Final reminders and emergency contacts

Message Checklist

- Use a clear subject line.
- State what action is required.
- Include the deadline.
- Link only to official reunion/travel information.
- Identify who to contact with questions.
- Do not circulate payment-card or sensitive personal information through family chats.