



Family Reunion Timeline Template

CUSTOMIZE YOUR PLANNING MILESTONES

18-12 Months

Milestone	Target Date
Family coordinator selected	
Interest survey distributed	
Preferred dates identified	
Budget range discussed	
Travel format narrowed	

12-9 Months

Milestone	Target Date
Destination/travel option selected	
Committee roles assigned	
Official communication channel established	
Family history collection begins	

9-6 Months

Milestone	Target Date
Reservation information shared	
Activities drafted	
Recognition list started	

Milestone	Target Date
Youth plans started	

6-3 Months

Milestone	Target Date
Participation reviewed	
Major family events finalized	
Rooming/accessibility reviewed	
Travel readiness reminders sent	

90-30 Days

Milestone	Target Date
Schedule distributed	
Arrival planning confirmed	
Shirts/keepsakes finalized	
Family recognition confirmed	

Departure Week & After

Milestone	Target Date
Final communication sent	
Emergency contacts confirmed	
Photos/memories collected after reunion	
Feedback collected	
Next reunion conversation started	