

Planning a family reunion can be a bit overwhelming. Our comprehensive checklist can keep your reunion planning running smoothly.

12 Months Ahead

- Compile list of family members and contact information for each
- Contact Jamestown CVB (701)252-8088
- Create a budget
- Begin to research potential hotels, restaurants, and attractions

9 Months Ahead

- Send "Save the Date" postcards or e-mails
- Request deposits from family members if necessary
- Reserve a block of hotel rooms

6 Months Ahead

- Reserve restaurants, parks, attractions and group transportation
- Request catering menus from venues
- Begin rough itinerary and schedule
- Create a reunion website

4 Months Ahead

- Send formal invitations (ask about food allergies or preferences)
- Begin collecting family memorabilia

3 Months Ahead

- Finalize menus with restaurants/caterers
- Check on hotel block reservations and adjust accordingly

2 Months Ahead

- Reserve photographer/videographer to document the event
- Finalize schedule with activities and meals

2 Weeks Ahead

- Create a welcome packet with information and maps available at secretary@jamestownciviccenter.com
- Prepare grocery list for snacks, decorations, and materials
- Confirm with attractions and caterers final number of attendees
- Confirm with photographer

3 Days Ahead

- Shop for groceries, decorations, and materials
- Arrange for taxis or family members to welcome others at the airport

At the Reunion

- Make sure to document your event
- Collect current information on everyone attending
- Make it a tradition. Set the date for next years event and gather people willing to help organize