

# Family Reunion Planning Checklist

Use this checklist to make sure your family reunion runs smoothly.

Choose your date and location

Set a budget

Create a guest list

Choose a family reunion theme

Send invitations (printable or digital)

Collect RSVPs

Assign meal planning and potluck items

Plan games and activities

Design family reunion T-shirts

Arrange for tables, chairs, and supplies

Organize music, entertainment, or a photographer

Prepare a welcome table or sign-in station

Create name tags or badges

Pack decorations and signage

Have a backup plan for bad weather



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