

## **Tips for Planning a Family Reunion** **Compiled by MAGIC Members**

**Lots of books and websites go into great detail on any of the following points.**

1. Appoint someone in the family as chair to take charge, make decisions, and DELEGATE.
2. Plan well in advance...at minimum a year if not more
  - a. Consider planning several years out, and the frequency (annual? biennial? 5 years?)
  - b. Try to pick the same weekend each year (or, every other year, depending on frequency)
  - c. Remember when people may be available/unavailable
  - d. A picnic on Friday daytime in a park could be less busy than a Saturday?
  - e. Vote on rotating cities/locations in advance (like the Olympics)
  - f. Convention bureaus can help you pick times to avoid busy hotel season
3. Recruit and delegate
  - a. Finance director/Treasurer
  - b. Lodging Liaison
  - c. Food director
  - d. Secretary (keeps master mailing/contact list/directory)
  - e. Entertainment Director
  - f. Mementoes Procurement (gifts; gift certificates)
  - g. Welcome Committee (banquet openers/closers)
  - h. Genealogy Committee
  - i. DNA expert (in the family, or as a paid guest consultant)
4. Develop a budget
  - a. Start with seed money, or have participants pay up-front
  - b. Pad EVERYTHING by a minimum of 20%
    - 1) If you end up with a surplus, you can use it as seed money for next time
  - c. Consider a separate, business bank account
  - d. Consider a 501(c)3 nonprofit...easier to get donations; BUT, it's a lot more effort
  - e. Discuss scholarships to help those in need and start a donation fund
5. Keep a master mailing list AND keep it up-to-date
6. Have a back-up plan
7. Get the word out EARLY and often
  - a. Flyers
  - b. Website
  - c. Facebook page and other social media
  - e. Postcards
  - f. Round-robin call list
  - g. E-mail
  - h. Newsletters
8. Offer something for everyone (all age and ability and interest levels)
9. Start with a bang
  - a. Welcome Committee on top of it
  - b. Blank Family Tree Form to complete and return (Secretary)
  - c. Banners?
  - d. Free bees....gifts and certificates to local businesses
10. Share family stories
  - a. Displays
  - b. Music
  - c. Record interviews
  - d. Keep in touch and keep up-to-date (Secretary)
11. Maintain momentum
  - a. Mini-reunions wherever a cluster of relatives live
    - 1) Get together throughout the year