

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