



Family Reunion Event Checklist Template 2026: Itinerary Planning, Multi-Generational Activities & Lodging Management

Pre-Event Planning & Coordination

Initial setup including date selection, budget estimation, family committee formation, and communication channels setup.

Event Coordinator Name

Initial Planning Start Date

Proposed Reunion Date

Estimated Total Budget

Planning Committee Lead

- ☐ Family Elder
- ☐ Organizing Committee Member
- ☐ External Professional Planner

Initial Planning Tasks Completed

- ☐ Date Finalized
- ☐ Budget Approved
- ☐ Core Committee Formed
- ☐ Venue Research Started

Planning Goals & Vision Statement

Write something...

Budget Spreadsheet/Draft

 Upload File

Guest List & Communication Management

Managing RSVPs, collecting dietary restrictions, updating family contact information, and distributing digital invitations.

Family Members Attending

- ☐ Immediate Family
- ☐ Extended Family
- ☐ Out-of-Town Guests
- ☐ Honorary Guests

RSVP Deadline Date

Enter date...

Total Confirmed Guests

Enter a number...

Dietary Restrictions & Allergies

Write something...

Primary Communication Method

- ☐ Email
- ☐ WhatsApp/SMS
- ☐ Facebook Group
- ☐ Physical Mail

Guest Contact List (CSV/Excel)

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Lodging & Accommodation Management

Reserving hotel blocks, managing rental properties, coordinating room assignments, and arranging shuttle/transportation services.

Check-in Date

Check-out Date

Accommodation Name/Location

Total Number of Rooms Reserved

Accommodation Type

- ☐ Hotel
- ☐ Vacation Rental (Airbnb/VRBO)
- ☐ Campsite
- ☐ Private Residence

Booking Confirmation/Voucher

 **Upload File**

Lodging Special Instructions (e.g., Accessibility Needs)

Write something...

Detailed Itinerary Development

Creating a day-by-day schedule featuring arrival times, meal periods, group excursions, and downtime slots.

Event Start Date

Enter date...

Event Theme or Title

Write something...

Activity Start Time

Enter time...

Activity Name

Write something...

Activity Category

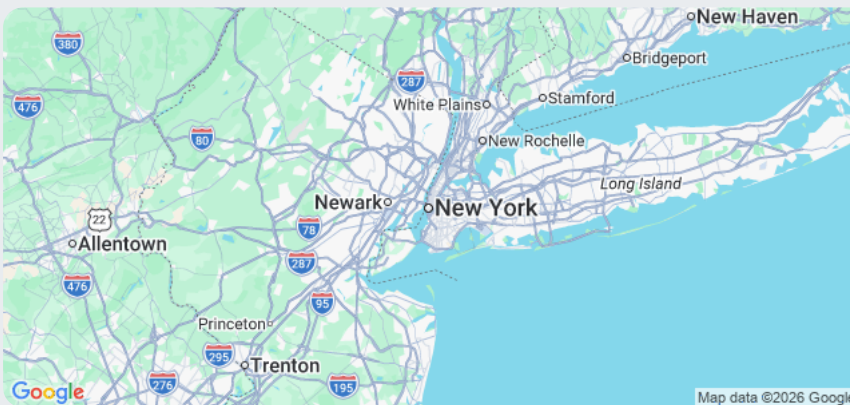
- ☐ Meal Time
- ☐ Group Activity
- ☐ Rest/Free Time
- ☐ Travel/Transit
- ☐ Formal Ceremony

Activity Description & Instructions

Write something...

Activity Venue/Meeting Spot

 [Set My Current Location](#)



Required Equipment/Materials

- ☐ Microphone/PA System
- ☐ Board Games
- ☐ Sports Equipment
- ☐ Catering Supplies
- ☐ Photography Gear

Multi-generational Activity Planning

Organizing age-appropriate games, senior-friendly activities, children's entertainment, and large-group group bonding exercises.

Activity Name

Write something...

Target Age Group

- ☐ Toddlers/Infants
- ☐ Children
- ☐ Teens
- ☐ Adults
- ☐ Seniors
- ☐ All Ages (Intergenerational)

Scheduled Date

Enter date...

Start Time

Enter time...

Required Supplies

- ☐ Sports Equipment
- ☐ Board Games
- ☐ Arts & Crafts
- ☐ Audio/Visual Equipment
- ☐ Prizes/Gifts

Activity Instructions

Write something...

Catering, Menu & Food Logistics

Planning menus for all meals, managing food allergies, organizing potluck assignments, and coordinating buffet or buffet/catering setups.

Meal Service Date

Enter date...

Meal Start Time

Enter time...

Meal Type

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Snacks/Appetizers
- ☐ Dessert

Dietary Restrictions & Allergies List

Write something...

Catering Method

- ☐ Potluck Style
- ☐ Professional Catering
- ☐ Self-Catered/BBQ
- ☐ Restaurant Reservation

Catering Menu/Quote Document

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Estimated Number of Guests

Enter a number...

Venue & Site Logistics

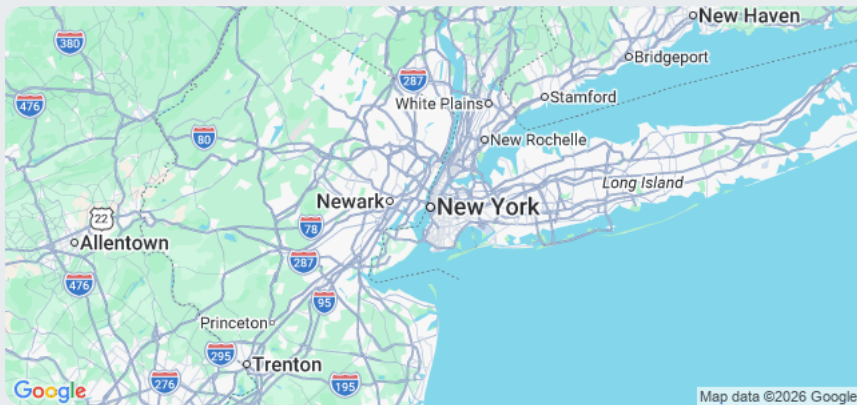
Securing park permits, arranging seating/tables, managing equipment rentals, and coordinating site decorations.

Venue Name

Write something...

Venue Address

 [Set My Current Location](#)



Venue Booking Date

Enter date...

Venue Type

- ☐ Outdoor Park/Garden
- ☐ Hotel/Convention Center
- ☐ Private Residence
- ☐ Rental Hall
- ☐ Beach/Resort

Required Facilities

- ☐ Restroom Access
- ☐ Electrical Outlets/Power
- ☐ Parking Availability
- ☐ Wheelchair Accessibility
- ☐ Kitchen/Food Prep Area
- ☐ Shade/Covered Area

Venue Rental Agreement

 **Upload File**

Maximum Capacity

Enter a number...

Photography & Family Heritage Documentation

Organizing group photo sessions, preparing family trees/ancestry displays, and managing digital photo-sharing albums.

Designated Family Photographer Name

Write something...

Heritage Documentation Items

- ☐ Family Tree Display
- ☐ Digitized Ancestor Photos
- ☐ Recorded Oral History Interviews
- ☐ Physical Scrapbook

Scheduled Group Portrait Session Date

Enter date...

Legacy Photo Upload

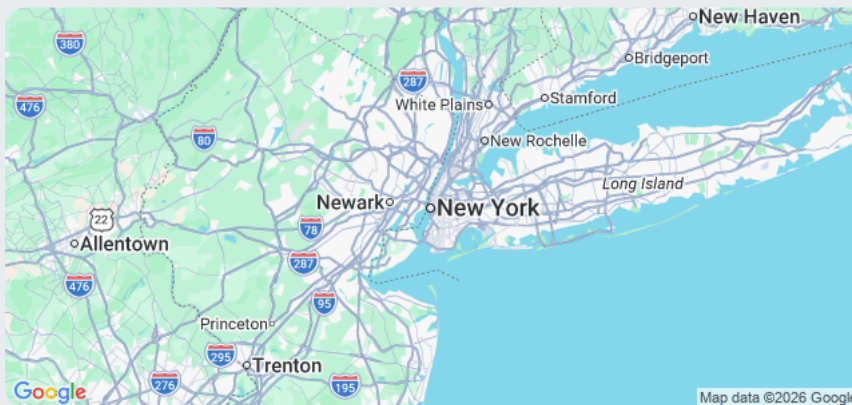


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Photo Backdrop/Station Location



 **Set My Current Location**



Photography Instructions/Shot List

Write something...

Budget Tracking & Expense Management

Monitoring vendor payments, collecting family contributions/dues, and tracking miscellaneous event costs.

Budget Item Name

Estimated Cost

Actual Cost

Payment Status

- ☐ Pending
- ☐ Paid
- ☐ Partially Paid

Receipt/Invoice Upload

 Upload File

Payment Due Date

Post-Event Wrap-up & Follow-up

Distributing event photos, sending thank-you notes to organizers, and conducting a post-event feedback survey.

Post-Event Review Date

Enter date...

Event Success Summary & Key Takeaways

Write something...

Follow-up Tasks Completed

- ☐ Send Thank-You Emails
- ☐ Distribute Event Photos
- ☐ Finalize Budget Reconciliation
- ☐ Archive Family Records

Final Expense Report & Receipts

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Overall Event Satisfaction Rating

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Poor

< Previous

> Next

✓ Finish

 **Generate Sample Report**