

# Military Reunion Planning Checklist

## 18-24 months before the reunion:

- Determine interest
- Start collecting email and mailing addresses of the group. Will you be including families as well?
- Form a committee and establish roles and responsibilities
- Develop a budget- how will expenses be covered? Will you be including hotel/meals/social functions as well? Will you have a pre-event promotion?
- Search for and visit potential venues
- Talk with others who have planned reunions in the past. What worked? What could be done better?
- Select a few dates
- Set up a social media presence- create a website, Facebook or Twitter page. It's a great way to stay in touch and generate excitement for your event!

## One year before reunion:

- Set the date
- Secure the venue
- Order save-the-date cards and invitations, if using- send early as some may need to book flights or other transportation
- Establish tentative reunion schedule plans
- Determine theme, approximate cost and keep up with contact addresses
- Explore caterers, entertainment, photographer, videographer and motor coach transport, if necessary. Will you require a step-on guide?
- Will you be using an Emcee?
- Maintain a "missing person" list
- Contact Newport News Tourism for ideas for venues (Cheryl Morales, [moralesca@nnva.gov](mailto:moralesca@nnva.gov)) and how tourism can help find the best deals. They can also suggest attractions that would be of special interest and secure group rates.

## 10 months before reunion:

- Send save-the-date cards to guests, include registration and cost. Add option if doing a souvenir of the celebration. Will they need lodging?
- Secure caterer, entertainment, photographer, etc.

## **6-9 months Prior to reunion:**

- Continue with social media for updates and announcements
- Develop a plan for events and activities. Will you have guest speakers? What topic will they speak about? Awards? Tours of local attractions for the group? Anyone celebrating a milestone?
- Will you need any special insurance for your event?

## **5 months prior to reunion:**

- Send invitations to include deadline for RSVP
- Confirm venue and hotel reservations, entertainment, photographer, caterer.
- Choose menu or make food plans with committee. Potluck? Assign dishes for everyone to make. Consider special dietary needs.
- Request proclamations from local elected officials
- Announce event to local media, newspapers, etc.
- Continue to post on social media to see who's coming, what's new and generate excitement

## **2-4 months prior to reunion:**

- Meet with hotel staff, visit facility with committee
- Will you need rental equipment? Tents, bounce house, tables, chairs, porta-potties etc.
- Secure permits for special equipment, if necessary
- Select decorations, theme, banner signs, name tags
- If ordering souvenirs, make sure to order early to ensure delivery prior to event

## **6 weeks prior to reunion:**

- Meet with committee regularly to review assignments and keep up with status
- Maintain checklists for tasks
- Designate assignments for reunion day including cleanup. Teamwork makes the dream work!!!

## **2 weeks prior to reunion:**

- Reconfirm venue, caterer, photographer, hotel accommodations and entertainment for last minute issues
- Review final checklist

### **The day before the reunion:**

- Connect with contacts assigned to your reunion
- Review final details with committee and volunteers

### **REUNION DAY:**

- Set up registration table, rental equipment, displays, decorations, name tags, etc.
- Follow checklists for final details
- ENJOY!!!

### **After the celebration:**

- Send out surveys to guests. What worked? How can it be improved?
- Write thank you notes as necessary
- Maintain social media pages. Encourage participants to share photos and memories of the day. Some of the best photos are those taken candidly. Start recruiting for the next Reunion!