

Complete Family Reunion Planning Kit

A printable workbook for planning a reunion your family can understand, afford, and enjoy

GATHERKIN

Plan the work. Share one reliable source. Spend reunion day with your family instead of chasing details.

Free resource No account or email signup is required. Print the full workbook or only the worksheets your committee needs.

Reunion name: _____

Host city: _____ Reunion dates: _____

Lead organizer: _____ Planning year: _____

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How to Use This Kit

This workbook follows the order in which reunion decisions usually become necessary. Begin with purpose and ownership, then dates, attendance, budget, registration, vendors, communications, and day-of execution.

Stage	Use these worksheets	Decision to produce
Start	Vision, family survey, committee roles	Purpose, dates, location shortlist, owners
Build	Budget, registration, venue, food	Cost assumptions, fees, headcount method
Invite	Communication calendar, payment plan	One source of truth and clear deadlines
Finalize	Itinerary, assignments, day-of plan	Confirmed schedule, vendors, volunteers
Close	Reconciliation and lessons learned	Final report and handoff to the next committee

The three rules

- ☐ Keep one current version of dates, prices, schedules, and instructions.
- ☐ Give every task one owner and one due date.
- ☐ Never announce a price or deadline before the committee confirms the underlying cost or commitment.

GatherKin connection Use this workbook for decisions and committee meetings. Use a GatherKin event page for live household registration, dues, schedules, assignments, travel details, documents, and updates.

1. Reunion Vision and Family Survey

Purpose statement

We are gathering our family to _____

The reunion should feel _____

The three things every household should remember are:

- ☐ _____
- ☐ _____
- ☐ _____

Early family survey

Question	Option or response	Count / notes
Preferred month or date	_____	_____
Preferred host city	_____	_____
Likely household attendance	Adults ____ Children ____	_____
Comfortable household budget	\$ _____	_____
Travel or accessibility needs	_____	_____
Interest in volunteering	Yes / Maybe / No	_____

2. Planning Timeline

When	Primary decisions and tasks	Owner	Done
12–18 months	Survey family; choose planning lead; shortlist dates and cities; establish committee	_____	☐
9–12 months	Confirm dates; draft budget; inspect venues; identify hotel needs; set registration approach	_____	☐
6–9 months	Sign critical contracts; publish save-the-date; open household registration; launch fundraising	_____	☐
3–6 months	Track payments; confirm food and activities; order shirts; publish draft itinerary	_____	☐
6–12 weeks	Confirm headcount; assign volunteers and supplies; close major selections; send travel details	_____	☐
2–6 weeks	Reconcile balances; confirm vendors; prepare check-in materials; share final itinerary	_____	☐
Reunion week	Reconfirm contacts and weather plan; stage supplies; brief volunteers; enjoy the family	_____	☐
1–2 weeks after	Pay final bills; reconcile funds; thank volunteers; survey family; archive records	_____	☐

3. Committee Roles and Accountability

Role	Primary responsibility	Named owner	Backup
Chair / coordinator	Keeps decisions, owners, meetings, and deadlines aligned	_____	_____
Treasurer	Budget, collections, receipts, reconciliation, financial report	_____	_____
Registration lead	Household records, headcount, questions, check-in	_____	_____
Venue and lodging	Contracts, room blocks, accessibility, site logistics	_____	_____
Food lead	Menu, quantities, dietary needs, service, food safety	_____	_____
Activities lead	Multigenerational program, supplies, facilitators	_____	_____
Communications	Invitations, reminders, updates, family questions	_____	_____
History and legacy	Photos, memorials, oral histories, family records	_____	_____

Decision log

Date	Decision	Approved by	Next action
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Budget and Registration Fee Worksheet

Expense category	Estimate	Confirmed	Due date	Paid
Venue and permits	\$ _____	\$ _____	_____	☐
Lodging or hospitality room	\$ _____	\$ _____	_____	☐
Food and beverages	\$ _____	\$ _____	_____	☐
Transportation	\$ _____	\$ _____	_____	☐
Activities and admissions	\$ _____	\$ _____	_____	☐
Entertainment	\$ _____	\$ _____	_____	☐
T-shirts and merchandise	\$ _____	\$ _____	_____	☐
Decorations and signage	\$ _____	\$ _____	_____	☐
Insurance / security / medical	\$ _____	\$ _____	_____	☐
Payment and service fees	\$ _____	\$ _____	_____	☐
Contingency	\$ _____	\$ _____	_____	☐
Other: _____	\$ _____	\$ _____	_____	☐

Total confirmed expenses: \$ _____ Less sponsorship/fundraising: \$ _____

Amount registration must cover: \$ _____ Expected paying attendees: _____

Base cost per attendee: \$ _____ Contingency per attendee: \$ _____

Proposed adult fee: \$ _____ Child fee: \$ _____ Household cap: \$ _____

Financial control Keep reunion funds separate from everyday personal spending where practical. Give at least one trusted reviewer visibility into statements, receipts, refunds, and reconciliation.

5. Household Registration Blueprint

Required information

- ☐ Primary household contact: first and last name
- ☐ Email address or mobile phone
- ☐ Number of adults and children attending
- ☐ Family branch or Family Friend
- ☐ Attendance status and payment status
- ☐ Acknowledgment of important deadlines and refund policy

Optional information

- ☐ T-shirt sizes
- ☐ Meal or dietary preferences
- ☐ Volunteer interest and available skills
- ☐ Travel and lodging needs
- ☐ Accessibility, mobility, or accommodation needs
- ☐ Emergency contact for travel-oriented reunions

Registration policy decisions

Decision	Your policy
Registration opens	_____
Early deadline	_____
Final deadline	_____
Late registration	Allowed / Waitlist / Not allowed
Cancellation and refund	_____
Household updates	How and until when: _____

6. Venue and Lodging Comparison

Factor	Option A	Option B	Option C
Venue / hotel	_____	_____	_____
Capacity	_____	_____	_____
Total estimated cost	\$_____	\$_____	\$_____
Deposit / cancellation	_____	_____	_____
Accessibility	_____	_____	_____
Parking / transportation	_____	_____	_____
Food rules	_____	_____	_____
Indoor weather backup	_____	_____	_____
Room block deadline	_____	_____	_____
Family-friendly features	_____	_____	_____

Contract questions

- ☐ What is included and excluded?
- ☐ What dates trigger penalties?
- ☐ Is insurance required?
- ☐ Who can authorize changes?
- ☐ Are service charges and taxes included?
- ☐ What is the final headcount deadline?

7. Food and Supply Plan

Meal / station	People	Menu or item	Quantity	Owner	Status
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐
_____	_____	_____ -	_____	_____	☐

Often-forgotten supplies

- ☐ Ice and coolers
- ☐ Water and nonalcoholic drinks
- ☐ Serving utensils
- ☐ Plates, cups, napkins, and cutlery
- ☐ Gloves, foil, storage bags, and labels
- ☐ Trash bags and cleanup supplies
- ☐ Shade, fans, or rain protection
- ☐ Food-temperature and allergy plan

Food safety Confirm current local food-safety requirements and venue rules. Keep cold food cold, hot food hot, and allergens clearly communicated.

8. Communication Calendar

Message	Send date	Audience	Required action	Owner	Sent
Save the date	_____	All households	Hold dates / survey	_____	☐
Registration opens	_____	All households	Register	_____	☐
First payment reminder	_____	Open balances	Pay / ask privately	_____	☐
Travel and lodging	_____	Travelers	Book by deadline	_____	☐
Registration deadline	_____	Unregistered	Register	_____	☐
Draft itinerary	_____	Registered	Review details	_____	☐
Final instructions	_____	Registered	Check-in / pack	_____	☐
Thank-you and survey	_____	Attendees	Share feedback	_____	☐

Message formula

What changed or is due + who it affects + exact deadline + one link for the current details + a private contact for questions.

9. Reunion Itinerary

Day / time	Activity	Location	Who should attend	Owner / notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Program balance

- ☐ Arrival and informal connection time
- ☐ One meaningful all-family moment
- ☐ Activities for children, teens, adults, and elders
- ☐ Meals with realistic service time
- ☐ Rest and independent time
- ☐ Weather alternatives
- ☐ Transportation buffers
- ☐ Clear ending and cleanup assignments

10. Payment, Cancellation, and Refund Decisions

Policy question	Committee decision
What does each payment fund?	
Are deposits refundable? Until when?	
What committed costs may be deducted?	
How does a household request cancellation?	
Who approves exceptions?	
How quickly will approved refunds be processed?	
How will a cancelled registration affect headcount?	

Publish before collecting Families should be able to read the cancellation and refund rules before paying. Keep individual payment circumstances private.

11. Day-of Operations Checklist

Before doors open

- ☐ Venue access confirmed
- ☐ Registration list and check-in supplies ready
- ☐ Vendor contacts and balances available
- ☐ Signs, name tags, and directional information placed
- ☐ Food and allergy plan reviewed
- ☐ Emergency and accessibility needs reviewed
- ☐ Volunteers briefed on roles and escalation contact
- ☐ Weather backup decision confirmed

During the reunion

- ☐ Welcome and announcements delivered
- ☐ Schedule changes updated in one place
- ☐ Photos and oral histories collected with permission
- ☐ Cash or offline payments documented
- ☐ Incidents and vendor issues recorded
- ☐ Cleanup assignments reconfirmed

Before leaving

- ☐ Final venue walkthrough
- ☐ Rented equipment returned
- ☐ Receipts collected
- ☐ Lost-and-found owner assigned
- ☐ Vendor completion confirmed
- ☐ Family thanked and next update announced

12. Post-Reunion Closeout

Closeout task	Owner	Due	Done
Reconcile online payments, cash, refunds, and payouts	_____	_____	☐
Pay and document final vendor balances	_____	_____	☐
Report remaining funds and approved disposition	_____	_____	☐
Send attendee survey and thank-you message	_____	_____	☐
Archive contracts, receipts, registration export, and itinerary	_____	_____	☐
Organize approved photos, stories, and family-history materials	_____	_____	☐
Record lessons for the next committee	_____	_____	☐

Three lessons to carry forward

Your Next Step

Choose one concrete planning action and complete it this week. A reunion becomes manageable when the committee turns discussion into owned decisions.

- ☐ Name the planning lead and committee roles
- ☐ Survey family members
- ☐ Choose a date and location shortlist
- ☐ Draft the first budget
- ☐ Create one current event page for the family

Keep the live plan together GatherKin helps organizers manage household registration, dues, schedules, assignments, travel details, documents, and updates through one mobile-friendly family link.

Start at <https://gatherkin.app>

More free tools and guides: <https://gatherkin.app/resources>

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