



Reunion Planning Checklist

18-24 Months Ahead

- Determine interest
- Contact convention and visitors bureau (CVB) for general information on the destination and planning tools, such as a Tour Planner Guide and information on experiential tour options
- Develop budget and bookkeeping system

12 Months Ahead

- Contact Experience Columbus staff to determine how they can help you find options for hotel locations, restaurants/caterers and service providers for lanyards, t-shirts, printing and more
- Begin to research potential hotels, restaurants, attractions and service providers
- Set date/s

9 Months Ahead

- Send "Save the Date" postcards or e-mails to include tentative plans, theme, approximate cost, memory book contributions and missing persons list
- Reserve a block of hotel rooms

6 Months Ahead

- Begin rough itinerary and schedule
- Reserve restaurants, ballrooms, parks or other attractions
- Reserve all service providers, such as entertainment, caterer, photographer and group transportation (tour bus)

5 Months Ahead

- Choose menus

4 Months Ahead

- Send formal invitations (ask about food allergies or preferences)
- Submit personalized souvenir order (t-shirts, mugs, caps)
- Reserve rental equipment: tents, chairs, porta toilets
- Select decorations, signs, banners

2 Months Ahead

- Finalize schedule with activities and meals

- Write checklist for reunion day tasks
- Order Visitors Guides, Visitors Maps, plastic bags and pens from Experience Columbus

2 Weeks Before

- Reconfirm meeting, sleeping and eating accommodations
- Pick up materials from Experience Columbus office, 277 W. Nationwide Blvd., Ste. 125

After the Reunion

- Reflect and evaluate – note what worked, what didn't
- Send thank you notes and pictures to participants
- Send a thank you note to the hotel
- Start planning your next reunion

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