

Family Reunion Planning Guide

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Gathered
Again

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Introduction

Let's begin with a sincere thank you for purchasing the family reunion planning guide! I am grateful for your support and I am more than delighted to bring you a comprehensive guide for all of your family reunion planning needs! I am certain that you will enjoy this book, and would appreciate your continued support by sharing a link to purchase this book with friends and family who need to add some pizzazz in their family reunion planning!

I believe that every special event deserves to be perfect, and when it comes to family reunions, I am your expert! Why should I keep all of my planning tips and expertise to myself? I don't! Whether you need a few pointers or just don't even know where to start, I wrote this book to take you from the depths to the heights and everything in between involving the planning of a family reunion.

From preliminary pointers to tying up the loose ends, I will walk you through the family reunion planning process step-by-step to ensure that you don't miss a beat! Reading this book, you will learn how to get started with the planning basics, how to get the family involved, and the whole process of getting down to the nitty gritty details from venue selection to menu selection. You will also acquire skills for budgeting, like how to stretch a dollar and how to cut unnecessary expenses.

The clock is ticking, so let's get started!



The Firsts

Before you begin your planning, you need to ensure you are starting out on the right foot!

Chapter 1: Getting Organized

Successful planning is dependent upon careful and meticulous organization. You don't need a fancy binder with dividers and a fountain pen for this, either! A simple 5-subject notebook and whatever functional writing utensil that's closest to you will do just fine.

The inside front cover of the notebook should be reserved for important information such as time and date of the event and important contacts such as committee members and chosen vendors. A helpful way to organize the rest of your notebook is what I like to refer to as "The Five Pillars of Event Planning."

- **Budget/expenses:** By far the most important factor in keeping track of family reunion planning is knowing where the money is going. All expenses should be recorded in a single section with receipts and contracts saved in an envelope in a safe location.
- **Venue location:** Venue information, local attractions, directions, nearby hotels, airports, shuttle services and so on. Basically, anything that will help your family to know the venue and about the city should be kept in this section.

- **Food/beverage:** If you are having the reunion catered, you'll need this section for brainstorming food choices, vendors, bartenders, etc. If you are going the route of a potluck, use this section to keep tabs on who's bringing what.
- **Entertainment:** If it has to do with planned fun, activities, and entertainment, the planning should be carefully kept in this section.
- **Atmosphere:** Does your reunion have a theme? What decorations will you be putting up? Need music to play during the family festivities? Keep track of all things at create a fun atmosphere for your guests in this section.

The first page or two of each section should be left blank to be used only when firm choices are made; in other words, the actual details that will ultimately become the family reunion.

Going Paperless

In the digital age, much of your planning may involve the use of a computer, in which you will just take the concept above and apply it to folders that are easy to access on your computer's desktop. Save everything important including webpages, payment confirmations, and emails.

If you prefer, you may use certain websites to help keep your digital files organized. Websites such as Trello are very user-friendly and can take your digital family reunion planning experience to a whole different level by offering you a visual way to organize the important stuff.

Another great website to use for organization is Pinterest, so if you're an avid Pinterester, utilize this website to create a series of boards full of ideas, or save the boards to pin stuff to later on as you go along in your planning journey! If you are saving anything with personal information on Pinterest, then make sure you use a private board. If anything is really personal, then don't post it online at all!

One huge plus is that by saving your digital documents and information to an exterior source, you're essentially eliminating the possibility of losing your documents to a computer meltdown such as a crash, a virus, or hard drive problems caused by something beyond your control. Computers can be so unpredictable! I've had my own unfortunate experiences with this.

Feel like you're all set? Let's move on!

Smart Tip: If you plan on using websites to help keep you organized, be sure to pay close attention to privacy settings, if applicable. This might include setting boards on Pinterest to private, posting to closed groups on Facebook or simply keeping some information offline.

That's it for the sample. If you enjoyed this read and feel like my Family Reunion Planning Guide may help you save time and oodles of money, then you can pick up the full eBook <http://gatheredagain.com/the-family-reunion-planning-guide/>

Thank you again, and I hope that all of your family gatherings are loving and memorable.

All the best,
Laura Phelps