

T H E M I L E H I G H C I T Y
DENVER
DENVER METRO CONVENTION & VISITORS BUREAU

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Reunion Planning Timeline

Planning a reunion can be a lot of work. The Denver Metro Convention & Visitors Bureau has put together this checklist to help make the planning process simple.

2 Years to 18 Months Prior

- Organize a Reunion Committee
- Select a Committee Chairman
- Choose a location
- Select date and length of reunion
- Put together a mail/phone/email list of attendees

18 to 12 Months Prior

- Contact the (DMCVB) Denver Metro Convention & Visitors Bureau for assistance
- Secure a hotel, rates and set up room block
- Establish a budget

12 Months to 9 Months Prior

- Send out Save the Date flyers
- Plan a schedule of events and daily activities
- Begin gathering family history (if needed)

9 Months to 6 Months Prior

- Create invitations
- Mail out invitations and registration forms (newsletters are also nice)
- Arrange transportation including airport transfers and to/from scheduled events

6 Months to 3 Months Prior

- Order promotional materials or area information for attendees from the DMCVB
- Confirm reservations, entertainment, caterers, etc.

3 Months

- Send out follow up/reminder to all attendees asking them to finalize their travel arrangements
- Make a list of attendees and finalize numbers
- Call upon some members to serve as volunteers as needed

1 Month

- Create name tags
- Gather various supplies that may be needed- camera, film, raffle tickets, batteries, crafts, picnic gear, etc.
- Purchase decorations

2 Weeks

- Work with Committee to confirm any last minute details and make sure all attendees are still coming
- Confirm with facilities to make sure your event is all set

1 Week

- Assemble welcome packets
- Handle any unfinished business
- Check the weather

Reunion Time

- Have fun!

Once it is all over, you and the Committee can start planning next year's reunion!