

# FAMILY REUNION

## Hosting Timeline

### 6 MONTHS BEFORE

- Outreach to family members to gauge reunion interest
- Choose event date & location
- Begin food planning discussions

### 1 WEEK BEFORE

- Confirm lodging locations
- Check weather & confirm indoor back-up option (if applicable)

### 3 MONTHS BEFORE

- Book a caterer (if applicable)
- Create food sign up
- Send invitations or create Facebook event
- Book venue (if applicable)
- Plan indoor back-up options

### 5 DAYS BEFORE

- Go shopping for groceries and any needed items
- Clean out refrigerator for extra room
- Confirm event setup: food area, drink station, & seating

### 1 MONTH BEFORE

- Remind family members to RSVP & share travel plans
- Remind family members to sign up for a food item

### 1 DAY BEFORE

- Check weather
- Set up tables & chairs
- Prepare & refrigerate food items
- Final home cleaning & tidying
- Welcome early guests

### 2 WEEKS BEFORE

- Confirm attendee count. Share number with caterer (if applicable)
- Clean common areas & guest rooms
- Take inventory of seating needs.
- Call to rent items (if applicable)
- Make shopping list: food, serving items, drink dispensers, etc.

### DAY OF EVENT

- Final preparations for food items
- Welcome guests
- Complete drink station: ice coolers, drink dispensers
- Place food items in serving area
- Enjoy the day!

The logo for Martin's, featuring the word "Martin's" in a stylized, cursive font with a yellow-to-orange gradient and a red outline.