

Reunion Planning Guide

While the family is together for the holidays why not plan a family reunion in the Hocking Hills? From large, private luxury lodges to "bucket list" activities, your family will have an unforgettable reunion.

We have created a simple step by step guide for planning a successful family reunion...

You will need a time line to accomplish all the tasks necessary for a successful reunion:

18 months ahead

Compile a list of contact information for your relatives.

- Start with the relatives you see often and then ask them to branch out and get info on more distant relatives.
- Get addresses, e-mails, and phone numbers.

Recruit family members and delegate tasks.

- Gather area information - where to stay, activities, to dining out or catered in. Find activities for all ages in your group.
- Create a Budget
- Designate a path of communication.

Be creative and make it fun, you can create a family blog, web page or keep it simple with an e-mail list to communicate to all your family members.

About 16 months out:

Send out a survey asking for information such as:

- What would be a good date (either specific or within a range of dates). Keep in mind that you will not be able to satisfy everyone.
- Budget questions: what would they be willing to spend for things such as lodging, activities, travel, ect. You will need to decide on a fair cost per family, depending on the number of family members. The cost could be divided up, so much due when the reservation is made, so much a couple of months before the event and the rest on registration.
- Ages and gender of persons attending
- Always ask for suggestions on making the reunion a fun and successful event.

Once the surveys come back, tally all the results, pick the most popular date and decide on a location. We're hoping you choose the beautiful Hocking Hills. We have a wealth of information about the Hocking Hills on our web site explorehockinghills.com or from our visitors guide. You can request a guide by calling 740-385-9706, or you can view the visitors guide on line. There you will find information on lodging, activities, food, shopping and much, much more.

About 12 months out:

Get your help lined up. You will need volunteers to handle things like ordering supplies and souvenirs, taking care of registration, deciding on activities, meals and menus and cleanup.

- Send out the "Save the Date " post card, e-mails
- Include tentative plans, theme, approximate cost, memory book contributions and missing persons list
- Reserve your Lodging or Facility selection
- Reserve Park Shelters

About 8 Month Out

Begin finalizing your plans

- Reserve restaurants and activities
- Reserve all service providers - Caterer, photographers

About 6 Months Ahead

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

About 3 Months Ahead

Organize a meeting with all volunteers to finalize event details from each committee. See who is having trouble doing their assignment and help them along so that the reunion planning is not delayed.

- Finalize schedule with activities and meals
- Write checklist for reunion day tasks
- Order Visitors Guides to be sent to attendees
- Send out an email, post to your family blog or web page, to all attendees with the family reunion agenda that includes schedules, activities, and lodging details, and directions.

2 Weeks Before

- Re-confirm all reservations at restaurants, lodging and any other group activities.
- Purchase any last minute decorations and supplies.
- Coordinate any last minute details with volunteers and committee members.

The Big Day

- Have fun with your family and enjoy the Hocking Hills Ohio.
- Before you close out the family reunion festivities, try and take a formal vote (maybe at the last banquet) to see what location people would prefer for the next reunion. If you are already planning next year's reunion then this information will help as you will already have a location to start planning your next reunion