



REUNION CHECKLIST

Whether you are planning a military unit or family reunion, the following checklist can serve as an outline for your event's success. The checklist is geared towards meeting the needs of any reunion. However, you can tailor it to meet your particular needs.

18-24 months prior:

- _____ Organize a reunion-planning committee.
- _____ Structure regular committee-meeting dates.
- _____ Open a bank account
- _____ Set dates for reunion.
- _____ Begin locating members/set up mailing list.
- _____ Set up file for notes on everything you do.

12-14 months prior:

- _____ Set up a budget.
- _____ Begin initial program structure-guest speakers, emcees, special programs
- _____ Send out first notifications.
- _____ Form sub committees from planning committee. Delegate areas of responsibility; entertainment, tours, registration.
- _____ Decide on memorabilia, t-shirts, caps, etc. to offer at the reunion.
- _____ Make initial contact with hotels/motels, with plans, approximate number you expect.
- _____ Second mailing/phone contact with members.

6 to 9 months prior:

_____ Finalize list of events & activities, and prepare registration packets with costs, accommodations, host motels, etc.

_____ Mail registration packets.

_____ Contact sub committees for progress reports; make reassignments as necessary.

2 to 5 months prior:

_____ Plan a ceremony for unit with Fort Knox by calling the Fort Knox Public Affairs Office at (502) 624-3351. Lunch at a dining facility with the troops and a visit to the simulators (depending on availability) can also be arranged. **12 week notice is required.**

_____ Contact the Radcliff/Fort Knox Tourism Office, which can provide welcome packets with tourism literature, name badges and will set-up a tourist information booth at the host hotel. (Exclusively for groups staying in Radcliff). **8 week notice is requested.**

_____ Make contact with hotel/motel staff; confirm reservations; finalize plans for facility usage.

_____ Reserve any needed equipment/transportation.

6 weeks prior:

_____ Review/revise schedule of events; confirm guests, etc.

_____ Organize registration system and develop checklist for participants.

_____ Create final checklist for planned activities and needed resources. Radcliff/Ft Knox Convention and Tourism can assist 1-800-334-7540.

2 weeks prior:

_____ Develop schedule for registration workers.

_____ Prepare and submit press releases to appropriate media.

2 to 4 days prior:

_____ Contact Radcliff/Ft Knox Convention and Tourism Commission to confirm arrangements.

_____ Contact the Fort Knox Public Affairs Office to confirm arrangements.

_____ Make contact with host hotels/motels for last-minute follow-up.

Day of Reunion:

_____ Ensure all areas are manned/prepared.

_____ **ENJOY!**

Some Helpful Tips:

You may want to consider developing a hospitality room at your motel for guests. This provides an equitable “round table” meeting area.