

Military Reunion Checklist

13-14 Months Ahead

- Start preliminary research on military reunion ideas.
- Contact and recruit a few people who will serve as the reunion planning committee.
- Select a military reunion chairman
- Select a date for the military reunion

12 Months Ahead

- Announce your military reunion in various websites, and place ads in select places to increase awareness of your military reunion
- Create Facebook Group Page AND start a military reunion website
- Collect emails from all that are interested.
- Send out "Save the date cards"

11 Months Ahead

- Email or mail military reunion survey to potential attendees
- Begin research on hotels, activities, and restaurants
- Get group hotel rates – Submit this form to get free quotes directly from hotels
- Form subcommittee's and start to assign jobs to volunteers
 - o Finance Committee – Creates military reunion budget
 - o Accommodations committee – Finalizes group hotel
 - o Activities Committee – Researches military themed activities
 - o Fundraising Committee – Sets goals for fundraising efforts
 - o Entertainment Committee

10 Months Ahead

- Start collecting fees for reunion (preferably through your website)
- Contact visitor's bureau for ideas, maps and brochures of the local area.
- Reserve military reunion hotel (i.e. Get a signed contract)
 - o Tips on selecting a hotel for your military reunion
 - o What amenities should hotels offer to military reunions
- Design and order souvenirs
- Plan activities, games, and entertainment
- Plan fundraising activities

9 Months Ahead

- Finalize activities, games, and entertainment
- Reserve any rental equipment, if needed
- Develop menu for banquet
- Research any transportation needs

6 Months Ahead

- Reserve transportation, if needed
- Research and hire a photographer/videographer
- Finalize, and reserve any restaurants and activities that need reservations
- Place deposit/purchase tickets to any shows etc.
- Finalize itinerary with committee. Send email with finalized agenda to all attendees

3 Months Ahead

- Finalize meal planning and update the counts for the banquets
- Purchase any decorations, name tags and other miscellaneous items

1 Months Ahead

- Reconfirm everything including hotel, banquet, and any activities/shows
- Pick up souvenirs, name tags, and other miscellaneous items

Reunion Week

- Arrive early along with a few key volunteers to start setup
- Arrange for welcome gift bags/letter with agenda
- Welcome guests and enjoy

After Reunion

- Send out thank you notes
- Update facebook group and website with pictures
- Send out military reunion feedback survey