PLAN IT ON ONE HAND

Our family reunion



WHAT DAY DOES IT START? _____

Picture it

Why are we doing this?
What does done look like?

WHY ARE WE DOING THIS?

WHAT DOES DONE LOOK LIKE?

Map it

What comes first, and who owns each piece?

THE JOB	ONE NAME	BY WHEN	SAID
Offer two dates and pick one		*8 months before*	☐
Book the place		*7 months before*	☐
Send the first message, with costs		*6 months before*	☐
Collect money		*3 months before*	☐
Invitations and replies		*2 months before*	☐
Plan the food		*4 weeks before*	☐
Activities for the kids		*4 weeks before*	☐
Send the whole plan		*2 weeks before*	☐
Bring photos and thank-yous		*on the day*	☐
			☐
			☐

Try it

What's the smallest test before we commit?

THE SMALLEST TEST

Launch it

Who's doing what, by when? Say it back.

WHERE THE PLAN LIVES

WATCH IT: CHECK-INS

- ☐ Is the place booked and paid? *5 months before*
- ☐ Final check with every owner *7 days before*
- ☐ Who hasn't replied? *4 weeks before*

Close it

Did we keep the promise? Keep, drop, try.

KEEP

DROP

TRY

HIGH FIVE: THANK EVERYONE WHO HELPED

HOW WE'LL CELEBRATE