



Set a workable budget

Enter your own estimates in US dollars. Decide separately how costs will be shared.

Reunion / gathering: _____

Date: _____ Prepared by: _____

Shared expense	Your estimate (\$)
Venue	_____
Food and drinks	_____
Activities	_____
Supplies	_____
Other shared costs	_____
Subtotal	_____

Add a reserve and estimate a share

Extra reserve (%) _____

Reserve amount (\$) _____

Total including reserve (\$) _____

People sharing the cost _____

Estimated equal share per person (\$) _____

Reserve = subtotal x reserve percent / 100. Total = subtotal + reserve. Equal share = total / people paying. Round dollar amounts to two decimal places.

An equal share is a planning estimate, not a payment request. Agree how children, households, and individual expenses will be handled.

Use the free online tools: reunionportal.com/PlanningTools.aspx

Portal registration is coming soon. These worksheets are available now.

Optional launch updates for adults 18+ - updates do not create an account or guarantee an invitation.



Count each meal separately

Use one copy per day. A person attending three meals is counted once in each meal.

Day / date: _____

Meal	Adults	Children	Extra meals	Total
Breakfast				
Lunch				
Dinner				

Total meal servings for this day: _____

For each meal: adults + children + extra meals = total meals to plan for. These are headcounts, not ingredient amounts or portion sizes.

Confirm before buying food

- ☐ Confirm which meals each guest expects to attend.
- ☐ Provide a private way to discuss dietary or accessibility needs.
- ☐ Confirm changes and extra meals with the meal coordinator.

Meal coordinator: _____

Notes / changes:

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Get a dependable RSVP

Use this before sending invitations and again before finalizing meals or reservations.

- ☐ State the date, place, and who is invited.
- ☐ Give one clear reply method and an RSVP deadline.
- ☐ Ask for attending, not attending, or maybe for each invited person.
- ☐ Ask which days and meals each person expects to attend.
- ☐ Provide a private way to discuss accessibility or dietary needs.
- ☐ Offer a phone reply for relatives who do not use online forms.
- ☐ Follow up with people who answered maybe or have not responded.
- ☐ Share the current plan and explain how to report a change.

A message to adapt

We're planning our family reunion for [date] at [place]. Please reply by [deadline] with who is coming and which days and meals you expect to join. If you're unsure, say maybe so we can check back. You can reach [organizer] at [reply method].

Plan the follow-up

Reply status	Next step / owner	Due date
No reply		
Maybe		
Changed plans		

RSVP deadline: _____ **Reply method:** _____

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Give the plan a rhythm

Suggested milestones. Adjust timing to your family, venue, and booking deadlines.

Reunion date: _____

About 6 months before

Target date: _____

Ask about availability, choose an organizing group, and agree on the purpose and budget.

Owner: _____

About 3 months before

Target date: _____

Confirm the date and place. Send invitations with a reply deadline and travel information.

Owner: _____

30 days before

Target date: _____

Follow up on RSVPs. Plan meals, activities, accessibility arrangements, and volunteers.

Owner: _____

7 days before

Target date: _____

Confirm headcounts and assignments. Share the schedule and a day-of contact.

Owner: _____

Reunion day

Target date: _____

Welcome relatives, share changes clearly, and make time to enjoy being together.

Owner: _____

7 days after

Target date: _____

Thank helpers, settle shared expenses, and record lessons for the next organizer.

Owner: _____

The online calculator uses 180 and 90 days for the first two milestones. Some bookings need a longer lead time. If dates are already past, begin with the decisions still outstanding.

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