

welcome
to the

FAMILY REUNION

Seminar 2018

Stronger Families, Stronger Communities



REUNION PLANNING 101

How to Plan a
Successful Family
Reunion!



THE ROLE OF THE REUNION PLANNER

- Determine necessary subcommittees *(refer to planning guide)*
- Schedule and oversee committee meetings
- Make a list of volunteers and their job assignments
- Keep a calendar of due dates, completed tasks and unfinished business
- Delegate, Delegate, Delegate!
- Be Patient with your Family Members!
- Maintain the peace! 😊



PLANNING DO'S AND DON'T'S

- Plan early – at least 1 year in advance
- Recruit others to assist you
- Be flexible with dates (1st preference, 2nd preference)
- Determine your needs
- Consider all ages and fitness levels when planning reunion activities
- Give your family members “free time”
- Get the young people involved!



PLANNING DO'S AND DON'T'S

- Don't procrastinate!
- Don't try to plan the reunion all by yourself
- Don't overprice the registration fee
- Don't assume anything – get it in writing
- Don't be afraid to negotiate
- Don't be a “walk-in”...schedule an appointment
- Don't exclude family members...invite everyone!
- Don't Panic!



GETTING THE WORD OUT

- Invite EVERYONE!
- Provide date and location at least 6 months in advance
- Create a website or Facebook page (utilize a young person)
- Make phone calls, send emails, send text messages
- Offer an incentive for early registration



REUNION BUDGET

ITEMS TO INCLUDE IN THE BUDGET

- Communication (postage, invitations, paper)
- Equipment / Activity Rental (table & chairs, bouncy, tent)
- Rental Fees (picnic shelter, room rental)
- Meals (food, drinks, gratuity, etc.)
- Services (DJ, Photographer, Face Painter)
- Printing (t-shirts, invitations, name tags, certificates)
- Keep a list of all vendors (name, phone number, description of item purchased)



WAYS TO STAY WITHIN THE BUDGET

- Take Advantage of free/low cost activities
- Ask for a custom menu to fit your budget
- Consider hosting your banquet earlier in the day to take advantage of lunch/brunch prices
- Host your banquet on a Friday or Sunday
- Make use of your family for entertainment
- Try not to exceed \$125.00pp for registration



FUNDRAISING IDEAS

- Casino night
- Dinner dance, theater or concert night
- Sales (candy, garage, car wash)
- Family Auction
- Event runs, walks and ride
- The "Opt Out Fundraiser" Fundraiser
- Use the Internet as a Resource



ACTIVITIES

- Schedule activities at various times (this will allow free time)
- Consider activities for all ages
- Consider group activities
- Consider adult activities
- Consider youth activities
- **FREE Activities**

Group Activities

Group scrapbooking, storytelling, lessons – dance, charades, singalongs, Great Lakes Crossing Outlet, Belle Isle, fashion show, historic/city tour, karaoke

Adults

Cocktail party, movie night, team trivia, mystery night, concert

Youth

Movie night, Lego land, Detroit Museums, Detroit Zoo, puppet show, resting or napping zones



ACTIVITY RESOURCES

- Detroit Metro Convention & Visitors Bureau
website: VISITDETROIT.COM
- Official Visit Detroit Magazine
- Southfield Sun
- BLAC
- Internet
- Survey Family



HOTELS
&
BANQUETS

DETERMINE YOUR HOTEL NEEDS

- How many sleeping rooms do you need?
- What type of rooms do you need (doubles, singles, suites)?
- What is your desired rate?
- What type of amenities do you need (pool, lounge, fitness center, kid friendly)
- Do you need a hospitality suite?
- What is most important to you?



DETERMINE YOUR BANQUET NEEDS

- How many people are you expecting?
- Do you want the banquet at the hotel or an outside location?
- What is your meal budget? (per person)
- Do you need a dance floor, bar, chair covers, etc.?
- Do you need A/V equipment? (podium, screen, microphones, etc.)



SELECTING YOUR HOTEL

- After receiving rate proposals from hotels, select 2-3 hotels that meet all or most of your needs
- Schedule an appointment with the sales manager to discuss your needs and tour the hotel
- Make sure your sales manager is aware of your plans prior to family arrival
- Consider proximity to shopping, restaurants and attractions as well as the amenities within the actual venue



SPEAK THE LANGUAGE

Group Rates – also known as net rates, refers to discounted room prices given to clients for booking 10 or more guest rooms per night

Rack Rates – the hotel's official posted rates for sleeping rooms

Flat Rate – refers to a single group rate for all sleeping rooms

Attrition – liability to pay the hotel for unused room nights



SPEAK THE LANGUAGE

Room Block – number and type of rooms the hotel is holding for you

Room Pick-Up – the number of rooms used

Cut-Off Date – refers to the last day to make reservations at the agreed rate

All Inclusive – meal rate includes taxes and gratuities



DON'T BE AFRAID TO ASK..

- Ask about a custom menu to fit your budget
- Complimentary guest rooms
- Complimentary room upgrades
- Complimentary hospitality suite
- Waived room rental fee
- Late checkout for the group

Don't be afraid to negotiate!



BEFORE SIGNING THE CONTRACT...

- Read and review the contract before signing
- Make sure you fully understand the terms
- Make sure all items discussed are clearly outlined in the contract
- Keep a signed copy of the contract

AFTER SIGNING THE CONTRACT...

- Meet with your sales/catering manager 2-3 weeks prior to your event to discuss final details
- Contact your sales manager periodically to check your pick up
- Request a final pick-up report after the reunion



INFORM YOUR FAMILY

- Registration Fee (what's included)
- Available Room Types (amenities)
- Room Rates with applicable taxes
- What's included in the rate (i.e. breakfast)
- Additional Fees (valet parking, rollaway beds)
- Hotel Services (i.e. airport shuttle)
- Last day to make reservations at the group rate



ADDITIONAL RESOURCES

REUNION RESOURCES

- Detroit Metro CVB – www.meetdetroit.com
- Local Papers (B.L.A.C., Monitor, MI Chronicle, etc.)
- Reunions Magazine – www.reunionsmag.com

Genealogy Research

Detroit Public Library – Main Branch

Burton Historical Collection

Family History Festival – September (313) 481-1300

Wayne County Community College www.wcccd.edu

Genealogy Research for Beginners, Building your Family Tree

Finding Family History on the Internet



Thank you for attending the 2018
Family Reunion Planning Seminar!



Post your pictures to #DetroitFamily

Submit your registration form – ONLY IF YOUR REUNION
IS NOT ALREADY PRE-REGISTERED

QUESTIONS



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BUREAU

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