



REUNION CHECKLIST

12 months before

- Determine Potential Destinations
- Research and Select Initial Options
- Choose 2-3 potential destinations
- Develop a survey to gauge interest in the selected destinations.
- Distribute the survey to all potential attendees via email or an online survey tool

12-11 months before

- Select one group leader to oversee the entire planning process.
- Appoint two supporting leaders to assist with specific tasks
- Engage a Travel Advisor or Concierge
Draft and Send a Reunion Announcement Letter
- Decide if you will include T-shirts or a welcome packet.
- Develop a budget and payment schedule. Ensure transparency and communicate all costs to attendees. Utilize email, social media groups, or a dedicated website for easy communication

10-6 months before

- Communicate with your travel concierge and get regular updates
- Confirm Participants
- Keep the group informed with regular updates

4 months before

- Finalize Itinerary and any details
- Send regular updates to participants

2 month before

- Re-confirm all bookings and participants with Travel Advisor
- Prepare Welcome Packets
- Communicate essential information for attendees, including contact details, emergency procedures, and a detailed itinerary.

1 week before

- Check-in with your travel Concierge
- Send final updates and instructions to participants

NOTES:



Call: 619-247-7884

Email: sylvia@korvotravelgroup.com

Visit: korvotravelgroup.com

Sample Announcement letter

Dear [Recipient's Name],

We are delighted to announce an exciting opportunity to reunite and create lasting memories together! After much consideration and input from our recent survey, we have decided to organize a [Destination/Cruise] reunion. This event aims to bring us all together to celebrate our shared history and create new experiences.

We began with three fantastic options: [Option 1], [Option 2], and [Option 3]. After gathering your feedback, we have chosen [Final Destination/Cruise] as our reunion destination. Your preferences played a crucial role in this decision, and we are confident that this destination will offer something special for everyone.

We are excited to announce that our reunion will take place at [Final Destination/Cruise]. This location was chosen for its [mention key attractions, cultural significance, or unique features]. We believe it will provide the perfect backdrop for our reunion activities.

To ensure a smooth planning process, we have appointed [Group Leader's Name] as our group leader, with [Supporting Leader 1's Name] and [Supporting Leader 2's Name] as supporting leaders. They will be responsible for coordinating logistics, communication, and finances.

Additionally, we have engaged the services of [Travel Advisor's Name], a professional Travel Advisor, to assist with our travel arrangements. [Travel Advisor's Name] will be available to help with booking accommodations, arranging transportation, and answering any travel-related questions you may have. You can reach them at [Travel Advisor's Contact Information].

Please mark your calendars for [Reunion Dates]. Further details regarding accommodation, itinerary, and payment deadlines will be communicated shortly. In the meantime, feel free to reach out to [Group Leader's Name] at [Contact Information] for any questions or suggestions.

We look forward to an unforgettable reunion and hope to see you there

Warm Regards,
Leader's Name