



MRN Military Reunion Planning Checklist

The emphasis of this form is on the tasks and steps in planning.
 Every Reunion Planner, Military Reunion and timeline is unique.
 Items in blue include additional resources available on the MRN website.
 Feel free to reach out to The Military Reunion Network with questions throughout the planning process.

Getting Organized:

	Create binder (2" suggested) using MRN Reunion Planning Notebook Tabs (see Resources page of MRN website)
	Identify Reunion Committee members, roles, and responsibilities.
	Create/Update Reunion Profile (download Reunion Profile form from MRN website Resources page)
	Create/Update Reunion Association website
	Create/Update Reunion Facebook page (survey overall interest, time of year, geographic region)
	Create/Update Reunion Association Membership list (clean up missing contact information.)
	Review Places to Hold a Reunion page of MRN website for listings of reunion minded partners across the country
	Identify top potential reunion options (geographic region, state, city) (limit to five destinations)
	Create contact list for Convention Visitor Bureaus (CVB) in top destinations (include Destination Management Organizations if applicable)
	Identify preferred reunion month/dates (maintain date flexibility to take advantage discounted hotel packages and proposals)
	Create/Update Reunion Request for Proposal (download Request for Proposal form from MRN website Resources page). Include due dates for destination/ hotel responses.
	Add additional check list item here
	Add additional check list item here

Beginning the Process:

	Distribute Reunion Request for Proposal to Convention Visitor Bureaus on your list of possible options
	Discuss general hotel/attraction options of interest to your Reunion.
	Discuss services the CVB can provide such as grants, RFP distribution, and site inspection assistance.
	Discuss deadline for receipt of proposals
	Review submitted proposals from CVB/hotel destinations (CVB proposal should include attraction options as well as Bus Charter options)
	Edit top destination list based on hotel package, attraction options, accessibility, and date (maximum two)
	Communicate reason for declining destinations not selected (Price, Interest, etc They can't fix it until they know)
	Set a site inspection trip date with CVB finalists
	Print MRN Hotel Site Inspection forms available on the Resources page of the MRN website
	Forward "Save the Date" to Reunion Association Database (General information until contracts are signed)
	Post "Save the Date" to Reunion website and Reunion FaceBook page (General information until contracts are signed)
	Add additional check list item here
	Add additional check list item here

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Final Selection:

Review all information obtained during destination/hotel site inspections and make final selection
Request contracts from hotel finalist
Review contracts to be sure all offerings, inclusions, exceptions, and concessions discussed are included
Review contracts to be sure deadlines, policies, regulations and terms are understood
Review contract with legal professional focusing on contract language and items mentioned above
Negotiate contract dates, offerings, inclusions, exceptions, concessions and language where necessary
Request updated contract if dates, offerings, inclusions, exceptions, concessions or language have changed
Review updated contract language with legal professional
Approve updated contract, sign and return
Communicate reason for decline for hotels not selected (Price, physical condition, etc They can't fix it unless they know)
Add additional check list item here
Add additional check list item here

Promoting the Reunion:

Determine Reunion Registration Rate (include Banquet, Attraction, Motor Coach and misc. costs)
Create Reunion Registration Form (download Registration Form from MRN website Resources page)
Forward Reunion Registration Form/Information to Reunion Association Newsletter Editor and MRN
Post Reunion Information and Registration Form on Reunion Association website and/or FaceBook page
Establish calendar dates for email blast/newsletter/ mailing/FaceBook posts
Forward Reunion Announcement to Veteran Service Organizations
Establish multiple dates for reunion announcement/reminders
Confirm deadlines for Reunion Association Newsletter insertion
Add additional check list item here
Add additional check list item here

Reunion Footprint/Motor Coach Transportation: (initiate this section after hotel is contracted)

Review Reunion Profile to determine start time of daily activities (factor jetlag and mobility)
Review Attractions of interest noting cost and hours of operation/distance from hotel
Create Reunion Agenda grid (download Reunion Agenda Form from MRN website Resources page)
Contact Motor Coach companies forwarding Reunion Agenda highlighting specific transportation need dates, times, as well as attendee mobility.
Review company/driver records, maintenance records, insurance
Request Motor Coach proposal/contract
Review proposal/contracts to be sure all offerings, inclusions, exceptions, and concessions discussed are included ie motor coach with side lift for attendees with scooters
Review proposal/contracts with a legal professional
Add additional check list item here
Add additional check list item here



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Hotel Communication: (initiate this section upon contract signing)

	Copy all hotel contacts, due dates, and deadlines to the Hotel Tab of the MRN Reunion Planning Binder
	Update hotel reservation processes to reunion registration information in newsletter, FaceBook and reunion website.
	Establish a minimum of three registration review dates with hotel (compare your list to the hotel list)
	Adjust room block commitment by the contracted due date
	Review menu options for group meals
	Make menu selection
	Forward Deposits, Rooming Lists, Room Set up, and Guarantees by the contracted due dates
	Review All Banquet Event Orders for accuracy in timing, room set, and menu
	Order/Confirm Audio Visual requirements
	Communicate final attendee lists, deposits, guarantees, speaker, and insurance information by the deadline
	Communicate issues related to attendee mobility, hearing/sight impairment, service animals, and diet restrictions.
	Communicate any/all VIP's within the Reunion attendance
	Secure hotel emergency plan (fire, tornado, hurricane, active shooter, AED location, staff training)
	Establish daily review of Master Bill and any guest room changes during the reunion (ie 10:00am)
	Determine who is authorized to sign to the Master Account forward names/photographs to hotel staff
	Communicate hotel rules, restrictions and policies to attendees (check in time, check out time etc)
	Add additional check list item here
	Add additional check list item here

45 - 60 Days Before the Reunion:

	Purchase Reunion Event Insurance (visit the Resource page of the MRN website for contact information)
	Compare hotel reservations to reunion registration list updating where necessary
	Finalize Speakers, DJ, Photographer, Step on Guides, Motor Coaches, Attraction Tickets, Off site meals
	Secure miscellaneous items for the reunion (Logo items, banners, flowers, memorial service wreath
	Secure Banquet Permit for hospitality space if necessary
	Send final reminder to register
	Finalize room block with hotel PRIOR TO CONTRACT BLOCK RELEASE DATE
	Add additional check list item here
	Add additional check list item here

One Month Before the Reunion:

	Review Hotel Emergency Plan/Communicating or updating list of attendees with mobility issues
	Create packing list for all items required for the reunion. <u>Determine what will be shipped</u> (logo items, banners, registration, memorial service, hospitality space, raffle, auction)
	Order Signage/Banners if necessary
	Finalize room block with hotel PRIOR TO CONTRACT BLOCK RELEASE DATE
	Send last update to attendees to include itinerary, weather, suggested clothing/footwear to bring
	Add additional check list item here
	Add additional check list item here

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Two weeks before the reunion:

Pack and ship items to be mailed to the reunion
Distribute last minute instructions to committee/volunteers
Print Badges and Agenda
Distribute last reunion email to attendees
Print/Order Signage/Banners
Confirm VIP/Speaker/Entertainment details and communicate updates to hotel
Sign off on all Hotel Banquet Event Orders
Add additional check list item here
Add additional check list item here

One week before the reunion:

Generate list of all items <u>you are bringing with you to the reunion</u> (include Reunion Binder and Association checkbook...you would be surprised)
Add additional check list item here
Add additional check list item here

One or Two Days Before the Reunion:

Conduct a Pre Reunion (Pre-Con) Meeting with hotel staff reviewing overall flow of the reunion from start to finish including emergency plan and attendee mobility issues
Confirm Hospitality Space and room set
Confirm final night banquet space and room set
Confirm reunion registrations and hotel reservations
Confirm arrival of all items shipped to hotel
Set up registration table (banners, bags, badges, flags)
Set up hospitality space
Add additional check list item here
Add additional check list item here

During the Reunion:

Review the Master Bill daily for errors and omissions.
Review the next days agenda each evening. (Focus on a day at a time)
Communicate reunion flow updates to appropriate partners (hotel, speaker, motor coach company)
Review Banquet Event Orders daily updating changes on room sets, food and beverage, audio visual
Connect with first time attendees and their families
Review guest room no shows/early departures
Take photographs
Enjoy your time with your service family



After the Reunion:

	Send thank you notes to volunteers, CVB staff, hotel staff, Reunion Committee, and speakers
	Review/pay all outstanding bills
	Record all statistics regarding the current reunion on the MRN Reunion History Form (located on the Resources page of the MRN website)
	Write detailed noted of changes/updates for the next reunion
	Forward photographs to Newsletter Committee for posting
	Post photographs on Facebook (after seeking individual permissions)
	Send Reunion Survey

Information on The Military Reunion Network Website pages:

Places to Hold a Reunion:

Lists destinations, hotels, attractions, and destination management companies that are aware of the specific needs of military reunions. The MRN partners listed on this page of the website are seeking your business. Each listing includes contact information, photographs, and links to their website. You can send an email directly including RFP attachments. Some MRN partners include special offers, discounts and incentives when booking.

Resources:

The Resource page includes the following forms and support contacts. Please visit this page as updates are made frequently.

Forms: (all forms are downloadable with the exception of the Notebook Tabs)

- MRN Notebook Tabs (mailed)
- Reunion Profile
- Request for Proposal
- Hotel Site Inspection Form
- Reunion Registration Form
- Agenda Grid
- Reunion History

Resources:

- Event Insurance
- Contract Review