

### Essentials of Planning a Family Reunion











Welcome to YMCA Trout Lodge & Camp Lakewood. We are excited to help you plan your family reunion. Enclosed you will find the essentials to planning a Family Reunion at YMCA Trout Lodge. If you have any questions please don't hesitate to contact your Group Sales

Reservationist.









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### YMCA TROUT LODGE

We're so glad you've chosen YMCA Trout Lodge and Camp Lakewood for your reunion getaway. Your Group Sales Representative is the person with whom you will organize the details of your reunion's stay.

Somehow, in the middle of e-mail, cell phones and virtual everything, we've lost a little bit of our human connection with each other. Investing time now, connecting face-to-face with family pays dividends now and in the future.

Trout Lodge offers groups of all sizes an unforgettable experience, tailored to your specific needs. With the Mark Twain National Forest as a backdrop, our facilities and programming options provide just the right combination of activity, comfort and peace-to help your group connect or re-connect, and to build lasting relationships.

Our facilities offer functional meeting and gathering spaces and energizing outdoor recreation. Our flexible programming and lodging options can accommodate family reunions, conferences, team building experiences and much more.

Trout Lodge, located in the heart of Mark Twain National Forest, is situated on the 360-acre Sunnen Lake, and is surrounded by 5,000 acres of forest-covered hills.









### HAVING A FAMILY REUNION

Why should I have a Family Reunion? Here are 4 reasons why:

- 1. Reunions create unity among extended family
- 2. Reunions help the younger generation learn about their ancestors, culture and heritage
- 3. Reunions nurture existing family traditions and inspire new ones
- Reunions create new lifetime memories while sharing fond memories and reflecting upon family members who have passed.

If you decide to have a reunion you must be devoted to your reunion from start to finish. Plan early, preferably a year in advance depending on the size of your extended family and distance they must travel. Your Group Sales Reservationist will be able to take some of the stress of planning a reunion. Some decisions are easy, other times you will feel like you're herding cats.

#### Don't Do It Alone

Someone must be in charge, but all successful reunions need people to help before, during and after the reunion. Ask for help immediately and start forming teams and committees to tackle the various tasks. Schedule meetings in person if you can. If not, create a Facebook page, skype, email or call. Stress the importance of members being involved. New people mean fresh ideas. People who work to implement reunion goals will continue to support them. Avoid burnout by sharing the workload-and make it a lot more fun. Like any major undertaking, it is important to have a designated leader-who arbitrates final decisions, coordinates details, and who will communicate with your Group Sales Reservationist.

#### Organizer/Chairperson/Leader

Must be willing to gather and nurture reunion members. Able to harness pesky details, capable of comprehending and settling conflicts. Able to act on gut instinct. Diplomatic to a fault. Able to bear early costs such as deposits, printing and copying. Will be the person who will be in direct communication with your Group Sales Reservationist as well as communication with your family.

#### Treasurer

Collects and spends the reunion's second greatest asset-its money. Makes and manages budget, keeps books and pays bills. May also handle reservations, registration and purchasing reunion keepsakes.

#### Secretary

Takes and maintains meeting minutes. Develops and maintains member/mailing lists. May write and distribute invitations, newsletters, registration materials.

### HAVING A FAMILY REUNION CONT.

### Program Chairperson

Must be creative. Able to identify members' talents, skills and desires. Able to plan and organize memorable activities involving participants of all ages. Selects entertainment. May hire photographer. Arranges set-up and clean-up.

### Historian/Genealogist/Griot/Storyteller

Shares a passion for research and reveres the past. Collects and archives group history. Displays family tree, historical wall charts, yearbooks, memory books, albums, historical documents, computer printouts, artifacts, and tells the story.

### Forming Committees

Committees are crucial and add the fun and ownership of reunion organizing. Choose committee members of all ages for their expertise. For example, teachers enhance the scholarship committee or program planning for kids. Here are a few samples of committees:

- Fundraising: Develops long-range fundraising projects, heirloom auctions, yard sales, etc.. Plans and stages reunion day fundraisers.
- Transportation: Sends directions, maps, instructions, lists of accommodations and restaurants along the way, airport pickup schedules.
- · Program: Plans and coordinates reunion activities, registration.
- · Worship or Fellowship: Plans, presents rituals, ceremonies and memorials.
- Communication/invitation/Social Media: Promotes reunion to increase attendance. Designs, produces and distributes announcements, invitations, newsletters, follow-ups. Sets up/manages website and social media. Encourages attendance and involvement among members.
- Signage: Produce clear, high-visibility signs that make the reunion easy to find and/or guide attendees to specific activities or areas within the reunion.
- Registration/Greeters: Recruits welcoming committee and makes nametags before the reunion. Checks in new arrivals, distributes name tags and gift bags, collects money from last minute arrivals.





# 24 Months

- $\square$  18-24 months in advance determine if there is enough interest in holding a reunion
- □ Talk to other reunion organizers about their experiences, positive and negative.
- □ Start a mailing and email list of potential reunion attendees.
- □ Form reunion committees; establish responsibilities and schedules.
- $\hfill \Box$  Develop budget so everyone on your guest list is able to participate.
- ☐ Create bookkeeping system, keep copious records and notes of exact time and monetary

# 6-9 Months

- ☐ Begin souvenir directory/list of attendees/memory book
- ☐ Choose a reunion theme. Themes are great icebreakers for reunion members who do not know each other well and can also trigger ideas for activities, food and invitations.
- $\ \square$  Send formal invites with full event details and any TBA info
- ☐ Keep your reunion website updated and post regularly to social media to build interest
- Plan reunion activities for adults and children, awards ceremony, tours, entertainments, games for kids
- Distribute order forms for family memorabilia like Tshirts, mugs, hats and keepsakes.
- ☐ Send second mailer, registration form, cost and updated list of missing persons (along with souvenir ordering information for keepsakes.)

# 12 Months

- □ Reserve hotel room block
- □ Set your dates. Summer is often best because kids are out of school but slower seasons might be cheaper.
- □ Create a simple website, Facebook page, twitter and/or Pinterest account
- ☐ Send save-the-date cards, first mailer or reunion website information. Include tentative plans, souvenirs, memory books, theme approximate cost, memory book contributions, missing person's list.



# 4 Months

- □ Contact missing persons and send "time is running out" card
- Email your reunion announcement to media sources like Facebook, and Twitter.
- □ With your theme nailed down, select and order decorations, signs, banners
- □ Confirm reservations with photographer, Group Sales Reservationist.
- □ Submit personalized souvenir order

## ESTABLISHING A TIMETABLE FOR A REUNION

# 1-2 Months

- □ Complete directory of participants/memory book; deliver to printer
- □ Send out follow-up email reminder to family about reunion and mail one to those who don't use email
- □ Keep social media updated with attendees, comments and photos
- □ Create checklist of reunion day tasks and assign tasks to reunion day volunteers
- ☐ Secure non-perishable items like name tags, raffle tickets, craft supplies.
- ☐ Check with committee chairs to confirm plans, arrangements, progress report
- □ Reconfirm all meeting, sleeping and eating arrangements, and dietary restrictions

### 1 Week Prior

- □ Confirm last-minute logistical or transportation arrangements
- □ Review final details with reunion committees
- $\hfill \Box$  Assemble welcome packets, name tags and goodie bags
- □ Send a one week "need to know" notice to all participants to tie up loose ends and provide "in case of emergency" contact information to all attendees
- Research and identify a # (hashtag) to share photos and videos. Make sure it is unique and not already associated with something else.

### Reunion Day of Event

- Set up registration and decorations early
- □ Encourage participants to post photos and memories on social media by using the specified # (hashtag)
- □ Salute volunteers and committees

### Post-Reunion Follow-up

- □ Reflect and evaluate-not what worked, what didn't
- □ Consider an evaluation form to get honest, not anecdotal feedback
- □ Complete event bookkeeping, settle all accounts
- ☐ Write thank you notes to volunteers, committees, and anyone who excelled
- ☐ Send follow-up mailing/e-newsletter to entire family, including those who could not attend
- □ Post reunion recap on social media, send to family members who could not attend
- Start planning your next reunion!





### CHOOSING A DATE



As illustrated under the Reunion Planning Timeline, planning a reunion takes a lot of time, dedication, and effort from a host of people. Therefore, choosing a reunion date one to two years in advance will give everyone enough time to plan their participation, ask for vacation time and save the money needed to attend.

### Four Seasons of Reunion Fun

Equally important as advance planning, seasonality will have a huge influence on your reunion destination and participation, A lot of family reunions occur over the summer when kids are out of school and parents have the greatest flexibility in their travel schedules. This is logical, You want to plan your event to appeal to the greatest number of participants, but consider that in popular family vacation destinations, rates can skyrocket over the popular summer months. If you are traveling down south, the mercury and humidity will rise as summer kicks into high gear. While the majority of family reunions happen over the summer, consider the benefits of other seasons when making plans.

Fall is a pleasant time of year weather-wise, and in many parts of the country, trees' change of colors is worth the trip alone. Balance this against the negative influence of families reluctant to pull kids out of school.

Still other reunions look to Spring to beat the winter doldrums and take advantage of strategic periods when kids have time off school. Beware, however, that spring-break periods differ from one school district to another and getting advance schedules (over a year out) can prove troublesome.

Regardless of seasonality, long holiday weekends are popular choices for reunions.

Memorial Day, Labor Day, 4th of July, Martin Luther King Day, Presidents Day and Thanksgiving are all present extended weekend travel options.

#### How do I choose a date?

The most important aspect of choosing a date is to stick to your decision. If your group is larger than two, someone will always have a conflict. If you do an annual reunion, consider setting dates for two reunions in advance so people who are unable to attend this time can plan to be at the next one. Poll your group to avoid conflicts, get consensus for several choices and if desired coincide with holiday weekends.

Another popular option?
Reunions planned around major
milestones-grandma's 90th birthday,
mom and dad's 50th anniversary, a
high school or college graduation,
or a long overdue retirement make
great gathering occasions.



### CHOOSING A DATE

### How long should my reunion be?

If you've not reunited before, poll your group members to determine if they have a preference, but keep in mind, responses just may be all over the board. Rule of thumb, geography and demographics rule. If your reunion members are all local to the area, then a one-day reunion may suffice. Coming in from a day's drive? Probably a weekend is in order. Have a lakeside resort retreat or extra activities in mind? Might need up to a week for that.

If you have hosted a reunion before, past performance is an indicator of future results. Study how you've performed attendance-wise and where members came from to determine how a new destination and different set of days are going to influence attendance.







#### How often should we reunite?

In a poll of Reunion Workbook readers who have hosted multiple reunions, 49% of them met annually, 23% met every two years, 9% every three, 4% every five and 15% had no set timetable. How often you plan a reunion is ultimately up to the participants and their desire to travel to reconnect. That being said, the best time to celebrate life is while we're all still alive- not at a memorial service, not at a funeral-so get out there and reunite!







### YOUR COMMUNICATION CYCLE

### Getting organized

While some reunion records are still kept on index cards, computer databases can easily be created using programs like Excel or Google Docs to keep necessary reunion member information accurate and updated. Alternatively, there are free or low-cost software programs designed specifically for managing reunions.

Regardless of what you use, each person, couple or family should have a record that includes name, address, phone, email address and other numbers. Set up your database to sort by zip code for mailing; by last name for a directory.

#### Staying in touch

Once your reunion becomes a tradition, it should be each person's responsibility to make sure his or her information is up to date, so ask for help to fill in details of your database. Rely on members or social media to find others. There is often one person who stays in touch more than anyone else: a genealogist, historian, aunt or uncle who has kept careful records about everyone can help.

Searching is an ongoing process often delegated to your most curious and detailed-oriented members. Genealogist and family historians are notorious for starting family reunions and they never stop searching. Technology is exciting, constantly changing and makes searching easier. Websites and national phone directories provide instant access to many databases that put endless information at your fingertips.

### Keeping everyone in the loop

There will be no reunion until you announce it. All reunion communication should include dates, times, location and contact information. As you learn more, include information about fees, payment/cancellation/refund, maps and party instructions.

How often should you communicate? As often as necessary! A note in your Christmas card or a postcard sent in plenty of time to make reservations might be sufficient for some. A series of letters, eblast and newsletters build momentum, share planning progress, keep members informed and updated, generate enthusiasm and increase attendance, but make sure every communication piece has an action item. Here are a few tools you have at your disposal.

#### Letter/email announcement

This is how you kick off your formal reunion plans. If you're mailing the initial communication, no one minds photocopied letters.

#### E-newsletters

Regularly published newsletters are popular for reunion communication. Keep a schedule and invite everyone to submit news. When your members look forward to reunion information, they learn to respect your deadlines.



### YOUR COMMUNICATION CYCLE

### **Postcards**

Postcards are a quick and easy, graphic-friendly and inexpensive way to communicate. Pre-printed postcards that announce "Save the Date" and remind folks that time is running out are inexpensive to produce. Consider printing overruns and mailing "Save the Date" cards twice.

#### Phone

Share phoning and follow-up responsibilities with committee members. Use a phone tree where volunteers agree to call and notify a list of others until everyone is called. A good division of labor is to have one person from each generation/branch/ class/unit/group take responsibility to notify others in their "line".

#### Websites

Creating a website used to be a complicated, expensive task, but no longer. There are a host of low-cost or free services that help you created a professional looking, easy to use website.

#### Social Media

Many reunions have turned to social media sites like Facebook, Twitter, Pinterest and Instagram to announce and report changes and progress, as well as post photos, calendars, agendas and so forth.

#### Budget for staying in touch

If staying in touch is your responsibility, count on donating your time and creativity to the cause. Costs include printing, postage, phone, fax or web hosting.









### LET'S MEET

Families often like to spread out while on vacation. Whether you have a large family reunion or small reunion we can accommodate your needs. A meeting space is a perfect spot to play games, have meetings or for a worship service. You can rent space for the ½ day, full day or for as long as your reunion is here, for a small fee. Meeting spaces are set to your needs Contact your Group Sales Reservationist for availability.

- Meeting Room 1-4 has a beautiful view of Sunnen Lake, this space offers a wonderful, natural
  setting with all the indoor comforts you need. The space can be divided into four individual
  rooms, each with sound system, or can be configured into one, two or three larger areas using
  built-in room dividers. Located on the second floor of Trout Lodge, these rooms have access to
  all Trout Lodge amenities.
- Meeting Room 6 & 7 are two quiet rooms. Located on the third floor of Trout Lodge, these
  rooms have access to all the Trout Lodge amenities.
- 3. Walker Chapel is a stunning meeting space with large windows bringing the outdoors in to your special event or gathering. This spacious yet functional area offers a large foyer, floor to ceiling windows and a stone fireplace to complement a forest view. Located across from the Recreation Center, and Camp Lakewood.
- 4. Hillcrest Hall is our largest meeting space, Hillcrest offers a rustic camp environment with its stone fireplace, screened porch and high ceilings. Located near the Family Cabins.
- North Hall is smaller than Hillcrest, but with the same rustic feel. North Hall offers a stone fireplace. Located near the Family Cabins.
- Teepee is the only circular meeting space at Trout Lodge. The Teepee is conveniently located between the Lodge and the parking area.
- 7. **Trout Lodge Back Deck** gives you a beautiful view of Sunnen Lake. Perfect for a beautiful spring day to sit in the sun and meet. Not exclusive.



### PLANNING REUNION ACTIVITIES











These are activities to plan ahead and organize for reunion day. If yours is a large reunion, you have many activities planned, and if your reunion will last several days, consider creating a reunion itinerary. Some groups make it a fancy memento.

### Sample Weekend Reunion Itinerary

Friday: Registration-Reception 3:30pm-5:00pm Registration 6:00pm Dinner

### 7:00pm Opening Reception/Meet & Greet

The first activity sets the tone for your reunion. Make it festive. Involve everyone. Use icebreakers to introduce, reintroduce or integrate; include a treasure hunt, reunion trivia or bingo. Consider round robin introductions where everyone tells something about him/herself, something special or unique that's happened since the last reunion, a milestone, success or triumph.

### Saturday: Activities, Tours, Meal 8 a.m. Breakfast

Second round of introductions for late comers. Consider the power of storytelling. Ask a storyteller to convey the group's history, an era or special anecdotes and remembrances. Set up a tour of the facility

#### 10 a.m. Activities Begin

There should be activities for everyone. Teams can be made up by generation or mixed generations of people from scattered places so playing together creates a special bond. Leave no room for doubt if your reunion day is wet-have back up activities in case of inclement weather.

### 12 p.m. Lunch

This is a good time for everyone to get together if they have been divided while doing activities.

### PLANNING REUNION ACTIVITIES CONTINUED PG. 13

### 1pm-5pm Afternoon Activities

With a full list of activities to keep you and your family busy you will need several hours to have fun.

#### 7:00pm Dinner

Sunday: memorial/Worship Service, Activities 8 a.m. Breakfast

### 10 a.m. Worship or Memorial Service

Remembrances are an important focus for most reunions. These are opportunities to respect and honor ancestors, classmates or fallen comrades and to celebrate special relationships.

If you are attending a worship service in a church, ask the person presiding to recognize your group. Offer to participate in the service by reading or serving at the altar. Use the service to make special dedications, donations or recognition. If your reunion has an anthem or special song, ask to sing it.

A memorial service may be simple or complex. The ceremony may include a bagpiper, band, honor guard or simple wreath laying with a prayer. Consider an evening candlelight service. Most importantly, honor memories of family, friends or comradeship. Plan a dignified remembrance, retrace your reunions' events and activities, choose songs or read excerpts from letters, diaries or histories.

#### 11:30am Check Out

### 12 pm-1pm Lunch

Reunion wrap ups, hugs and kisses till next time!

You are welcome to stay later and participate in Activities.















Whether you have a professional or are just using your phone, taking a family reunion picture will be a memento to cherish for a lifetime. We at Trout Lodge would love to help make this possible.

Option #1: We, YMCA Trout Lodge, will take a group picture of your reunion. We can email the photo to the group leader to distribute to the family, or can print for a small fee. (If using our camera, your family reunion image may be used in advertisements or brochures.)

Option #2: Request a staff member to take a picture with your camera. We are happy to meet you at a designated time and place.

**Option #3:** Hire a professional photographer to capture the special moment with guaranteed results.

Please Note: YMCA Trout Lodge does not guarantee the quality of the image.



Please select a	n option and returr	n it to your group sales representative for assistance.
I would like YMCA	Trout Lodge to tak	se a picture with their camera of our Family Reunion.
Date:	Time:	Location:
I would like to sch	edule a YMCA Trou	t Lodge staff member to take a picture with our camera.
Date:	Time:	Location:

### 1. Shoot outdoors in the early evening and in the shade.

This will help keep guests from squinting in the sun. It is also a good way to avoid shadows on faces, which often occur when the sun is overhead. Evening sun is warm and very flattering.

### 2. Have everyone wear solid colors.

Not everyone needs to wear the same color, though many groups opt to do so, but it's a good way to help draw the attention to faces, not what each person is wearing. Avoid big logos, bold patterns and T-Shirts with words or quotes.

### 3. Group people by families or couples.

It's a good idea to group people in a photo by family if only to help attendees remember who is with whom after the reunion. This is also helpful to those who weren't able to attend the reunion and want to see the families that were able to make it.

### 4. How to stand.

Put taller people in the back, chins up to avoid double chins and ask the adults to hold squirmy toddlers to ensure they don't run off in the middle of the photo shoot. Avoid taking photo's with heads on the horizon line. This will keep the background from being a distraction.

### Consider a few fun poses.

Beyond posed group shots, consider a few fun pose ideas for family reunions.



What you choose as your reunion keepsake is a matter of individual choice, taste and budget. Endless possibilities and varieties await your exploration. Choose something meaningful to your group. Make it functional, good quality, affordable and something they'll enjoy holding onto. Popular choices include T-Shirts, caps, mugs, key chains, paperweights and tote bags. Or find something entirely new and absolutely unique to your reunion.

Personalized items always require extra time. Do your homework, and take and submit orders well in advance of when you need items.

Proofread every step of the way. More than one group has had to make a legend out of telling the story of poor proofreading. Allow one to two months for production at the published price. When you delay, your costs skyrocket for rush orders or overnight shipping.



Ask committee members for product and supplier suggestions. Collect and carefully review catalogs and websites or find a supplier you can visit to make selections. Collect at least a deposit from members in advance, unless you intend keepsakes to be your personal gift to the group.

### **Design Considerations**

Most keepsake companies offer some design services from supplying letters to creating an original design or logo. Some services are free, but be sure to ask. Use your reunion name, logo, crest or emblem. If you don't have one solicit a design or logo from members or have a contest. Above all, encourage children to submit entries-your best design may come from one of them.



Contact your Group Sales Reservationist for customized Trout Lodge items or to schedule a time in Arts & Crafts to make your own tie dye t-shirts, jewelry, commemorative plates, mugs or serving dishes.

### MEAL PLANNING

All meals in the Trout Lodge Dining room are served buffet style. A fruit and/or salad bar is available at all meals. Children will love having their very own kid-sized serving line with food selections chosen especially for them.

Meals are served on three different meal shifts to give everyone enough elbow room. You'll eat your meals on the same shift throughout your stay so you can easily plan your activities around your meal times.

Trout Lodge guests eat as one big happy family! If you want to arrange a private meal consider having one or more meals catered in one of our meeting rooms, or outside by our beautiful trout ponds.

Your reunion may request special catering for an additional charge.

- Beverages
- Breaks & Snacks
- Box Lunches
- Specialty Buffets
- Custom Dinners







### FAQ TO THE CATERER

### CATERED MENU QUESTIONS

- -Can we order vegetarian, Kosher, and/or gluten-free meals? Yes, we can cater to all dietary needs.
- -Can guests be given a choice of entrees? With a large group you can purchase 2 different entrees.
- -How far in advance are counts required?
- 30 days prior to arrival.
- -How do we handle last-minute request?

Let your Group Sales Reservationist know, We will always do our best to accommodate.

### DRINK QUESTIONS

- -Can we bring in our own liquor? You are welcome to bring your own liquor, but it must stay in meeting rooms and private accommodations.
- -Do you serve liquor? No.
- -Is the decaf coffee brewed or instant? Brewed
- -Can the Y store open bottles of liquor till our next event? The YMCA and its staff are unable to store or serve liquor.

#### COST

- -Can special menus be created within our budget? Yes, you can meet with our catering staff and set -Can the facility store our up a special menu within your budget.
- -Is there a minimum guarantee for catering? 10+ people.
- -Is there a room-rental charge? Yes entrée?
- -Can we receive a discount if we order the same menu as another group you're catering at the same time? No
- -When are deposits expected? We do not require a deposit for catering.

#### COST CONT.

- -When is payment expected? Payment -When is attendance guarantee is due 30 days after your departure.
- -What is the tax rate? We do not charge taxes.
- -Are there any other costs (e.g., overtime, setup or labor charges)? No, the catering cost covers everything.

#### MISCELLANEOUS DETAILS

- -How is leftover food disposed of? Leftover food is donated to the homeless shelter in Potosi,
- -What linen colors are available at no additional charge? Black
- -Are table numbers available? No
- -What size table rounds are available? We have large rounds and small rounds
- -How many will each table sit? 10 people at a large round 8 people at a small round.
- -How will the buffet tables be decorated? We use black table cloths, and skirts. You are welcome to decorate however you like.
- -Does Trout Lodge have decorations, votive, candles, hurricane lamps, bud vases or mirrors available at no charge? No
- -Will a microphone be provided at no charge? We charge \$30 per day for a wireless microphone.
- centerpieces for use the next day? Yes, if needed.
- -Do you do your own baking? Yes -What is the portion size of each

Our catered meals are served buffet style. So we will serve until everyone has eaten.

-Can a food tasting be arranged? We can set up a food tasting for a \$25 fee.

#### LOGISTICS

- due? You can change your numbers up to 2 weeks prior to arrival. After that date you are responsible for all numbers submitted.
- -What items can be available on short notice if attendance increases unexpectedly? If you need an item last minute, we will do our best to accommodate. Please just ask.
- -What time will the tables be set up so we can bring in décor and centerpieces? The meeting space will only be accessible during reserved times.
- -What time do we need to be out of the room? Are there overtime charges? Meeting rooms are reserved from 12am-1pm and 2pm-11:59pm. Depending on what you reserved.
- -Can I meet the staff organizing/catering our event? Yes, if you would like to meet the caterers, conference staff or any staff helping with your reunion please stop by the front desk.
- -Is there a group using the room prior to our function? Please ask your Group Sales Reservationist.



### WRAP UP AND EVALUATE

It's not over till it's over. The success of your reunion includes some final steps that tidy things up and sets your next event on the proper trajectory.

#### On Site

- □ Return all borrowed equipment (overhead projector, DVD player and stapler from the sales office)
- ☐ Meet with Trout Lodge staff to make certain everything is settled. It's easier to solve problems in person than by letter, email, or phone later.
- ☐ Collect all the data and information you can about the number of rooms used by your group and the amount of room service. This information is important for your next reunion negotiation to demonstrate your business and economic value. It is well worth the effort.
- ☐ Have your family reunion fill out a evaluation form.

#### Soon thereafter

□ Write thank-you notes to committee members and family members who helped with planning



- □ Leave a note or e-mail to your Group Sales Reservationist to let us know how we did.
- □ Include a reunion summary from the chairperson, recommendations and treasurer's report in a mailing or newsletter to attendees.
- ☐ Analyze all the information your collectboth positive and negative-and give it to the committee for your next reunion.

### Finally

Sit back and contemplate that each reunion presents new faces, challenges, problems and successes.



FORMS PG. 20

Enclosed is a variety of forms that will help with your family reunion. You do not need to return these forms to your Group Sales Reservationist.

Family Reunion Attendee Survey	Page 21
Request for Proposal	Page 22
Save the Date Cards	Page 23
Leadership & Committee Roster	Page 24-25
Committee Notes & Progress	Page 26
Family Reunion Registration Form	Page 27
Reunion Budget	Page 28
Reunion Event Sign up	Page 29
Family Reunion Evaluation Form	Page 30













## FAMILY REUNION ATTENDEE SURVEY

Would you attend a reunion? Circle	e one: Yes	No Don't know
Reason:		
What is the best time of year for your far	mily to attend?	<u> </u>
What dates are you NOT able to attend?		
Could you make it to Potosi, MO during the	his time?	2
Do you prefer one-day or multiple-day re	union? Circle your choice.	
1 day 2 days 3 days othe	er	
How much are you willing to spend to att	end a reunion?	
Activities of Interest:		
□ Chuck wagon Cookout & Hayride*	□ Dodge Ball	☐ Tennis Tournament
☐ Mini Golf Tournament	□ Mat Ball	□ Karaoke*
□ Volleyball	□ Fishing Tournament	□ Nature Center
□ Non-Programmed Campfire	□ Board Games	□ Astronomy
Scavenger Hunt	□ Team building*	□ Geocaching
□ Nature Hike	☐ Jesse James Treasure Chest	J. W '제 1977년 다음사 (1. 7 km)
□ Horseback Riding*		□ Swimming
□ Boating	☐ Zip lines/ climbing towers	
□ Talent Show**	□ Rifle Shooting	□ Paintball*
Not all of YMCA Trout Lodge activities ar *Activities have fees associated with ther **Not organized or staffed by the YMCA.		r a full list.
How many from your family would attend	?	
How can you help with the reunion? Plantup, clean up	ning committee, webmaster, video,	photography, games, DJ, set
Reply To:		
Name:		
Address:		
Phone #:		
Email:		
Comments:		

### REQUEST FOR A PROPOSAL

Reunion Profile:			
Reunion Name:			
Group Leader:			
Group Leader's Address:			
Group Leader's Phone number:			
Group Leaders Email:			
Reunion Attendance:			
Arrival Date:	Departure Date		
# of Participants: Adults	13-17vrs 6-	12vrs	<5vrs
Accessibility/special needs: _	_13-179130-	12413	
# of accommodations needed:	Guest Room I	oft Room	Cabin
Payment Type: Group Pay			Cubin
Reunion History:			
Include dates, attendance, room nights,	food and beverage s	pending	
Max Budget:			
Max Budget: Meeting room requirements: Date, function type, setup, number of a	ttendees, start and e	nd time	
Meeting room requirements: Date, function type, setup, number of a		nd time	
Meeting room requirements: Date, function type, setup, number of a Interested in a privately catered meal: Y		nd time	
Meeting room requirements: Date, function type, setup, number of a Interested in a privately catered meal: Y		nd time	□ Tennis Tournament
Meeting room requirements:  Date, function type, setup, number of a  Interested in a privately catered meal: Y  Group Activities of Interest:  □ Chuck wagon Cookout & Hayride*	'es No	nd time	□ Tennis Tournament □ Karaoke*
Meeting room requirements:  Date, function type, setup, number of a  Interested in a privately catered meal: Y  Group Activities of Interest:  Chuck wagon Cookout & Hayride*	′es No □ Dodge Ball		
Meeting room requirements:	'es No □ Dodge Ball □ Mat Ball		□ Karaoke*
Meeting room requirements:  Date, function type, setup, number of a  Interested in a privately catered meal: Y  Group Activities of Interest:  Chuck wagon Cookout & Hayride*  Mini Golf Tournament  Volleyball	'es No □ Dodge Ball □ Mat Ball □ Fishing Tourn	ament	□ Karaoke* □ Nature Center

<sup>\*</sup>Activities have fees associated with them.

<sup>\*\*</sup>Ask your Group Sales Reservationist for a complete list of activities.



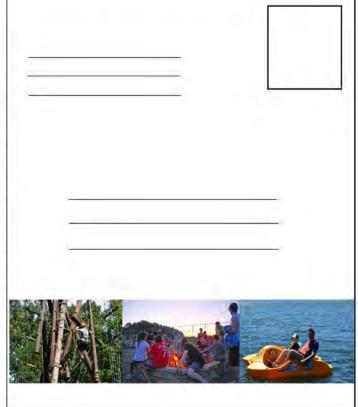


YMCA TROUT LODGE & CAMP LAKEWOOD 13528 State Highway AA, Potosi MO 63664 P 888 FUN YMCA F 573-438.5752 W www.troutlodge.org

YMCA Trout Lodge is a year-round not-for-profit recreational and educational facility, and a branch of the Gateway Region YMCA. We are situated among 5,200 beautifully wooded acres and private 360-acre lake. Located only 90 minutes south of St. Louis just outside of Potosi, MO, YMCA Trout Lodge offers hotel and cabin-style lodging, dining room with buffet style meals and a large assortment of fun activities.

We have personable and knowledgeable staff from all over the world that will make your stay with us fun, safe and an enjoyable experience.

Contact Rodney Sample by November 15, 2017 via phone or email if you are interested in attending the reunion.



<sup>\*</sup>Ask your Group Sales Reservationist for a printable version

# LEADERSHIP & COMMITTEES ROSTER

Leadership/Roster				
	Name	Phone	Email	Facebook
Chairperson				
Chairperson				
Vice Chair				
Secretary				
Treasurer				
Historian				

### Committees

Finance/Fundraising	Committee			
	Name	Phone	Email	Facebook
Chairperson				
Member				

Communication/Invitation/Social Media Committee					
	Name Phone Email Facebook				
Chairperson					
Member					

Program/Entertainment/Activities Committee				
	Name	Phone	Email	Facebook
Chairperson				
Member				

Worship/Memorial/Fellowship Committee				
	Name	Phone	Email	Facebook
Chairperson				
Member				

# LEADERSHIP & COMMITTEE ROSTER CONTINUED PG. 25

	Name	Phone	Email	Facebook
Chairperson				
Member				

	Name	Phone	Email	Facebook
Chairperson				
Member				

	Name	Phone	Email	Facebook
Chairperson				
Member				

	Name	Phone	Email	Facebook
Volunteer				

	Name	Phone	Email	Facebook
Volunteer				

## COMMITTEE NOTES AND PROGRESS

Name of Committee
What is this committee responsible for?

Committee Members					
	Name	Phone	Email	Facebook	
Chairperson					
Member					

### Committee Tasks

ommittee Tasks		
Member	Task	Deadline

Attach meeting minutes, notes and reports

## FAMILY REUNION REGISTRATION FORM

Reunion Name:					
Reunion Date(s):					
Arrival Date:					
Departure Date:					
Contact:					
Who will be attending the reunion?					
First/Middle/Nickname:					
Last Name:					
Address:					
City, State, Zip Code:					
Phone #:					
Email:					
Facebook:					
Birthdate:		<del></del>			
Which branch of the family:					
Dietary Restrictions:					
Room Type: Guest Room Loft Room					
Who else from the same household?  First & Last Name	Relationship	18+	13-17	6-12	0-5
FIIST & Last Name	Relationship	10+	13-17	0-12	0-3
Reply To:					
Name:					
Address:					
Phone #:					

# REUNION BUDGET

Reunion Name	
Reunion Date	
Group Leader	

		<u>Estimate</u>	Actual
INCOME	<u>Donations</u>	Expense	Expense
Membership Dues			
Fees			
Online registration (% of charge)			
Fundraising			
Donations/contributions			
Sales			
T-Shirts/caps/totes			
Mementoes/keepsakes			
Photos/videos/CD's			
Cookbooks			
Food/beverages			
Tours			
Auction/raffle			
Volunteers			
Other			
*volunteer time, donated goods or services			
TOTAL INCOME	\$0.00	\$0.00	\$0.00
			•
EXPENSES			
Pre reunion expenses			
Bank fees			
Shipping			
Promotion			
Online/web expenses			
Printing, programs, postage			
(# of mailings x # on mail list)			

Name	Meet & Greet	Facility Tour	Banquet	

## FAMILY REUNION EVALUATION FORM

Did you enjoy the reunion? Yes No	iter reunio	ni next time	e (piease see uetails).
What did you think of YMCA Trout Lodge?			
, , , , , , , , , , , , , , , , , , , ,			
Would you return to YMCA Trout Lodge? Why or why not?	Yes	No	
Would you keep it the same length? If not, why? Yes	No		
Did you enjoy the activities provided? Yes No	0		
What was your favorite activity?		3 11 0	
What additional activities would you like?	30		
How as the food?			
What did you really like about this reunion?	0		
What would you like to change for future reunions?			
Would you be willing to help with preparations for the next reun	ion?	Yes	No
If so, how can you help?			
Thank Van far your condid rouly. They will halo us make our part	F valvatan I	1.025	
Thank You for your candid reply. They will help us make our nest	reunion i	Jetter,	
Reply To:			
Name: Address:			
Phone #: Email:			
·man.			









