FolarraStudio

Family Reunion Planner

gather · share · celebrate

PRINTABLE · BUDGET, GUESTS & CHECKLISTS

This Planner Belongs To

for a day to remember

PLANNER _____

EVENT DATE _____

VENUE _____

GUESTS _____

BUDGET _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Overview and Budget pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in the overview and budget first, then work through the checklist.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our theme in one word

What I want this day to feel like

Contents

Overview 4

Budget 5

Checklist 6

Guest list 7

Vendors 8

Timeline 9

Shopping list 10

Family contacts 11

Activities 12

Food plan 13

Lodging 14

Memories 15

Budget 16

Thank-you tracker 17

Notes 18

Thank you & terms of use 19

Overview

all the details

FAMILY _____ DATE _____

LOCATION _____ GUESTS _____

Vision & theme

Must-haves

- [ ]
- [ ]
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Budget

plan it, then track it

ITEM	BUDGET	ACTUAL	PAID	NOTES
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TOTAL ____________________

Planning Checklist

step by step

Months before

- [ ] Pick date
- [ ] Book venue
- [ ] Send save the date
- [ ] Set budget
- [ ] ______
- [ ] ______
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On the day

- [ ] Name tags
- [ ] Photos
- [ ] Family tree board
- [ ] ______
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Weeks before

- [ ] Confirm RSVPs
- [ ] Plan food
- [ ] Order shirts
- [ ] Activities
- [ ] ______
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Guest List

invites and replies

NAME	GUESTS	INVITED	YES	NO	NOTES
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Vendors & Contacts

the team behind the day

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

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SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

SERVICE

NAME / COMPANY

PHONE / EMAIL

COST & DEPOSIT

NOTES

Day Timeline

hour by hour

TIME	WHAT HAPPENS	WHO	DONE
			☐
			☐
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Shopping & Decor List

everything to buy or make

ITEM	QTY	WHERE	COST	BOUGHT
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Family Contact List

everyone to invite

NAME	BRANCH	PHONE / EMAIL	RSVP	ADULTS / KIDS
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Activities & Games

for all ages

TIME	ACTIVITY	AGES	LEAD

Food Plan

who brings what

DISH	BROUGHT BY	SERVES	CONFIRMED
			☐
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Travel & Lodging

who stays where

FAMILY	ARRIVING	STAYING AT	LEAVING

Reunion Memories

after the day

Best moments

Who came

Stories shared

Next reunion

Budget

plan and spend

ITEM	BUDGET	ACTUAL	PAID
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TOTALS ______________

Thank-You Tracker

gifts and notes

NAME	GIFT / HELP	NOTE SENT
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Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner helps you create a day to remember. If you enjoy it, tell a friend about folarrastudio.com.

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