

## AGENDA FOR FAMILY PROGRAM

ACTIVITIES	TIME ALLOTMENT	PERSON RESPONSIBLE
Greetings & Special Words of Thanks		
Special Message, purpose of celebration and gathering		
Declaration of Family Crest, values and beliefs		
Special Scripture or Poem		
Musical Selection		
Blessing of the Family		
Special remembrances for those who died this year		
Special Prayer or verse		
Recognition of new family members, elder birthdays and other special significances		
Benediction/Conclusion		
Presentation of Family Record Certificate, Family Tree and/or Family Bible.		
Group Photo		
Meal or other activities		

## REUNION & GATHERINGS SURVEY

Return Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Return to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Would you be interested in attending a reunion or gathering?  Yes  No

Are you interested in serving on a committee or sub-committee?  Yes  No

Number of attendees in your group: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

We are considering holding the reunion in Louisville, Kentucky. What activities are you interested in?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Churchill Downs/<br>Kentucky<br>Derby Museum | <input type="checkbox"/> Muhammad Ali Center                         | <input type="checkbox"/> Six Flags<br>Kentucky Kingdom |
| <input type="checkbox"/> Louisville Slugger<br>Museum<br>& Factory    | <input type="checkbox"/> Museums (specify if<br>not listed)<br>_____ | <input type="checkbox"/> Golf                          |
| <input type="checkbox"/> Louisville Science Center                    | <input type="checkbox"/> Belle of Louisville                         | <input type="checkbox"/> Shopping                      |
| <input type="checkbox"/> Speed Art Museum                             | <input type="checkbox"/> Theatre/Music/Dance<br>Performance          | <input type="checkbox"/> Tours                         |
|   | <input type="checkbox"/> KentuckyShow!                               | <input type="checkbox"/> Dining Out                    |
|   |  | <input type="checkbox"/> Other _____                   |

Will you drive or fly?  Drive  Fly  Other \_\_\_\_\_

What dates work best for you?

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Should the gathering be?  1-2 days  3-5 days  1 week

The hotel rate per night should be:  \$65-\$85  \$85-\$125  \$165 & Up

Do you have any special requirements or needs? \_\_\_\_\_

Do you have contact information for (name of family member) \_\_\_\_\_

## PRESS RELEASE WORKSHEET

**Tear out(or copy), complete and return this worksheet no later than 8 weeks prior to the start of your family reunion:**  
 Communications Department; Louisville Convention & Visitors Bureau One Riverfront Plaza; 401 West Main Street, Suite 2300;  
 Louisville, KY 40202 [Communications@gotolouisville.com](mailto:Communications@gotolouisville.com)

Organization: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Location: \_\_\_\_\_

Organization's Web Address: \_\_\_\_\_

Number Of Family Members Attending: \_\_\_\_\_

States And/or Countries Represented: \_\_\_\_\_

Media Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell Phone or On-site Media Phone at Convention: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Events that are open to the public are occasionally added to our calendar of events at [www.gotolouisville.com](http://www.gotolouisville.com). If you'd like to have your event considered, check here.

Description of Family (history, connection to area, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scheduled Events (times & locations for photo opportunities):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a direct quote from you or your family spokesperson. Suggested topics include:

- Why did you choose Louisville for this event?
- Why are you looking forward to having this event in Louisville?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ (to appear in print with the quote)

Title: \_\_\_\_\_ (to appear in print with the quote)

Attach additional information, such as programs, agendas, and featured speakers/topics.

## KEEPSAKE/SOUVENIR FORM

FIGURING KEEPSAKE COST	CASH/IN-KIND	ACTUAL
..... Cost per piece x number ordered	\$	\$
Design cost	\$	\$
Set-up	\$	\$
Additional colors (T-shirts, caps, etc.)	\$	\$
Production fees	\$	\$
Taxes	\$	\$
Shipping/packaging/postage	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

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## BUDGET FORM

EVENT INCOME	CASH/IN-KIND	ACTUAL
Donations/contributions (gift, door prizes, money, etc.)	\$	\$
Keepsakes (photo album, T-shirt)	\$	\$
Membership dues/fees	\$	\$
Sponsorships	\$	\$
Door prizes/awards	\$	\$
Scholarships (contributions for members on a limited income)	\$	\$
<b>Subtotal</b>	\$	\$

PRE-EVENT EXPENSES/DEPOSITS	CASH/IN-KIND	ACTUAL
Banking fees	\$	\$
Registration supplies	\$	\$
Phone calls	\$	\$
Postage	\$	\$
Awards/certificates/prizes	\$	\$
Printing (program, registration, survey)	\$	\$
Rentals (a/v, sports equipment, tents, wheelchairs, etc.)	\$	\$
Decorations/banners/signs/displays/flowers/paper goods	\$	\$
Deposits (room, equipment, entertainment, caterer, etc.)	\$	\$
Tours and local guides	\$	\$
Transportation	\$	\$
Meals	\$	\$
Keepsakes	\$	\$
Other	\$	\$
<b>Subtotal</b>	\$	\$

EVENT DAY EXPENSES	CASH/IN-KIND	ACTUAL
Entertainers/musicians/band/DJ, etc.	\$	\$
Photographer/videographer	\$	\$
Meals (breakfast, lunch, dinner, snacks)	\$	\$
Beverages	\$	\$
Final payments (room, equipment, caterer, etc.)	\$	\$
Local sales & occupancy tax (check with accommodations for tax rate)	\$	\$
<b>Subtotal</b>	\$	\$

POST-EVENT EXPENSES	CASH/IN-KIND	ACTUAL
Printing (post-reunion newsletter)	\$	\$
Postage	\$	\$
Pictures/developing	\$	\$
<b>Subtotal</b>	\$	\$
<b>Total</b>	\$	\$

## KEEPSAKE/SOUVENIR FORM

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## REUNION EVALUATION FORM

ELEMENTS	COMMENTS AND/OR IMPROVEMENTS
Were the number of participants reached?	
Were overall goals achieved?	
Did we stay within Budget?	
Did committee members complete assignments?	
Did committee members stay within budget?	
Did committee heads communicate regularly with members?	
How was the special remembrances for those who died this year?	
Were there sufficient number of helpers?	
Did committee meet regularly or have sufficient number of meetings?	
Was the site location well suited for the event?	
Were there favorable comments received about location?	
Was parking adequate?	
Were amenities adequate?	
Was hospitality adequate (tables, chairs, food, space, on-site personnel, etc.)?	
Was lunch program well received?	
Was equipment adequate?	
Was the presentation of the food/service adequate?	
Were there sufficient food, snacks, beverages, refreshments for all?	
Were there sufficient number of mailings with/minimum return?	
Was registration smooth and organized?	

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