

Family Reunion Storytelling Checklist

Plan a gathering that captures every voice

Pair this checklist with the [Family Reunion Storytelling Guide](#) and [Family Reunion Story Games](#).

4–6 Weeks Before

- ☐ Define storytelling goals (who we want to hear from, desired outputs).
- ☐ Confirm reunion venue accessibility and quiet recording spaces.
- ☐ Recruit story lead, recorder, archivist, logistics partner.
- ☐ Share save-the-date including storytelling expectations.

2–3 Weeks Before

- ☐ Build prompt decks (elders, peers, kids, blended families).
- ☐ Assemble supplies: kraft paper, markers, audio gear, name tags.
- ☐ Schedule storytelling sessions on the reunion agenda.
- ☐ Prepare sign-up sheet for one-on-one interviews.
- ☐ Set up shared Keepsake folder with subfolders by day.

1 Week Before

- ☐ Print agendas with icons/legend for accessibility.
- ☐ Assign volunteers to Welcome Wall, Legacy Letter station, Scavenger Hunt.
- ☐ Test audio recorders and back-up batteries.
- ☐ Draft opening remarks and safety guidelines.

Day 1 (Arrival)

- ☐ Set up Welcome Wall and prompt cards.

- ☐ Encourage guests to add name/pronouns to badges.
- ☐ Record first impressions and travel stories.

Day 2 (Main Programming)

- ☐ Run morning timeline or interview sessions (30–45 min).
- ☐ Capture Story Scavenger Hunt results.
- ☐ Facilitate Meal Story Toasts; assign note-taker.
- ☐ Keep hydration/snack station stocked.

Day 3 (Closing)

- ☐ Host time capsule ceremony; label contents.
- ☐ Collect written prompts, gratitude cards, story sheets.
- ☐ Remind attendees where to upload photos/audio post-event.

Post-Reunion (Within 7 Days)

- ☐ Upload all media to Keepsake with consistent tags.
- ☐ Photograph physical artifacts and timeline strips.
- ☐ Send recap message with top quotes and archive link.
- ☐ Schedule follow-up interview sessions based on gaps.

Notes & Follow-Ups

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