

# THE TRIPP-JONES FAMILY

## FAMILY REUNION PROGRAM &

## AGENDA TEMPLATE

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*A fillable template for the Reunion Host — customize for each year's celebration*

## Instructions for the Reunion Host

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This template gives you a ready-to-customize program for the three-day reunion. Fill in the details for your specific event, then share the final version with the Social Media Officer to print and distribute. The Family Business Meeting section must be coordinated with the President. Distribute the program to all registered attendees at check-in on Friday.

## COVER PAGE

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<b>THE TRIPP-JONES FAMILY REUNION</b>
[YEAR] · [THEME — optional]
[City, State] · [Dates: Friday – Sunday]
Hosted by the [DISTRICT] District · Host Family: _____
"[Optional family motto, scripture, or quote]"

## WELCOME MESSAGE

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[Write a brief, warm welcome from the host family — 3–5 sentences. Express gratitude for attendees and excitement for the weekend.]

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— [Host Family Name(s)]

## FRIDAY — ARRIVAL DAY

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Time	Activity
[Time]	Venue opens — check-in begins
[Time]	Welcome reception / mixer
[Time]	Welcome dinner — [Menu / description]
[Time]	Evening activity: _____
[Time]	End of official Friday events

Friday Meals: Dinner - [Description]

Dietary accommodation: See your registration confirmation for how your needs are being addressed.

## SATURDAY — MAIN DAY

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Time	Activity
[Time]	Breakfast — [Menu / location]
[Time]	Morning activity: _____
[Time]	Children's activities begin — [Description]
[Time]	Lunch - [Menu / location]
[Time]	Afternoon activity: _____

Time	Activity
[Time]	Family photo session [Location]
[Time]	FAMILY BUSINESS MEETING (see agenda below)
[Time]	Break / free time
[Time]	Banquet dinner [Menu / description]
[Time]	Recognition ceremony & Hall of Fame induction
[Time]	Evening entertainment: _____
[Time]	End of official Saturday events

Saturday Meals: Breakfast — [Description] | Lunch — [Description] | Dinner (Banquet) [Description]

## SUNDAY — FAREWELL DAY

Time	Activity
[Time]	Farewell breakfast — [Menu / location]
[Time]	Morning activity / open family time
[Time]	Historian's presentation — family history update
[Time]	Legacy Wall display — open for viewing
[Time]	Closing ceremony — prayer, reflection, send-off

Time	Activity
[Time]	Official close of reunion — venue closes at [Time]

Sunday Meals: Breakfast — [Description] | Lunch (if provided) — [Description]

## FAMILY BUSINESS MEETING AGENDA

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Presided over by the President in accordance with Robert's Rules of Order (Constitution, Article 27).

Agenda Item	Led By
Call to Order	President
Opening Prayer / Reflection (optional)	[Designated family member]
Roll Call & Quorum Confirmation	Secretary
Approval of Prior Meeting Minutes	Secretary
President's Report	President
Treasurer's Financial Report	Treasurer
Committee Reports	As applicable
Old Business	As applicable
New Business	Open to members
Election of Officers (election years only)	Election Committee
Hall of Fame & Recognition Announcements	President / Secretary
Announcements	All officers

Agenda Item	Led By
Closing Remarks	President
Adjournment	President

## RECOGNITION & MILESTONES

The following family members will be recognized at the Saturday banquet. [Fill in names and milestones.]

Recognition Category	Honorees
Hall of Fame Inductees	_____
Certificates of Appreciation	_____
Births & Adoptions	_____
Marriages & Anniversaries	_____
Graduations	_____
Career Achievements	_____
Milestone Birthdays	_____
In Memoriam	_____

## IMPORTANT INFORMATION

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Item	Details
Venue Address	
Parking	
Nearest Hospital / Urgent Care	
Host Contact (during reunion)	Name: _____ Phone: _____
President Contact	Name: _____ Phone: _____
Emergency / 911	Call 911 for any life-threatening emergency
Wi-Fi Network / Password	Network: _____ Password: _____
Lost & Found	
Next Reunion Host District	

## IN MEMORIAM

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We remember with love those members of the Tripp-Jones Family who have passed since our last reunion:

[Name] \_Year]

[Name] \_Year]

[Name] \_Year]

*"We carry them with us, always."*