

# THE TRIPP-JONES FAMILY

## REUNION HOST HANDBOOK

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*Everything you need to plan and execute the Tripp-Jones Family Reunion*

# 1. Welcome, Host!

Hosting the Tripp-Jones Family Reunion is one of the greatest honors in our family. This Handbook walks you through everything you need to know — from your constitutional responsibilities to practical planning tips. You are not alone: the President and Executive Committee are here to support you every step of the way.

## Your Key Support Contacts

Contact	How They Help You
President	Your primary point of contact. Monthly check-ins required (Art. 14, Sec. 4).
Treasurer	Manages any financial assistance from the Family General Fund.
Secretary	Provides the Family Directory for communication and registration.
Social Media Officer	Promotes the reunion and handles announcements.
District Leaders	Support attendance and communication in their districts.

## 2. Your Constitutional Obligations

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As reunion host, you are required by the Constitution to provide the following (Articles 29):

<input checked="" type="checkbox"/>	Constitutional Requirement
<input type="checkbox"/>	Hold the reunion in July — no later than the 3rd weekend; NEVER on July 4th or July 4th weekend (Sec. 2)
<input type="checkbox"/>	Plan for a three-day reunion — Friday, Saturday, Sunday (Sec. 3)
<input type="checkbox"/>	Provide at least <b>TWO</b> full hot meals per day, with at least <b>ONE</b> hot meal per day (Sec. 5)
<input type="checkbox"/>	Provide entertainment or activities for attendees on all days (Sec. 6)
<input type="checkbox"/>	Include individual activities and recognitions for children on at least ONE day (Sec. 6)
<input type="checkbox"/>	Provide a designated gathering space for informal family time (Sec. 6)
<input type="checkbox"/>	Host the Family Business Meeting in coordination with the President (Art. 27)
<input type="checkbox"/>	Set the registration fee to cover the cost of all meals provided (Sec. 8)
<input type="checkbox"/>	Issue full refunds within 7 days if you must cancel after fees have been collected (Sec. 14)

### 3. Planning Timeline

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Use this timeline to stay organized. Adjust specific dates based on your reunion date.

Timeframe	Action
12+ months out	Confirm your role as host with the President. Begin exploring venues and dates.
10–12 months out	Select and book your venue. Confirm dates with President. Identify a theme (optional).
8–10 months out	Set your registration fee. Open registration. Begin planning meals and activities.
6–8 months out	Send Save-the-Dates to all family members (coordinate with Social Media Officer). Book caterer or plan meals.
4–6 months out	Plan full activity schedule. Book entertainment or activities for children. Confirm meal plan.
2–3 months out	Send formal invitations / registration reminder. Confirm headcounts. Finalize vendors.
Reunion – 4 weeks	Confirm all registrations and headcounts. Finalize day-of schedule. Confirm vendors.
Reunion – 2 weeks	Send final logistics to attendees (location, parking, schedule). Prepare welcome packets.

Timeframe	Action
Reunion – 1 week	Confirm all bookings. Prepare registration table. Coordinate with President on Business Meeting agenda.
Day before	Set up venue. Prepare registration materials. Confirm all vendor arrivals.
Reunion days	Welcome family! Manage schedule, meals, and activities. Host Business Meeting.
Post-reunion	Issue any refunds promptly. Submit expense report to Treasurer. Provide feedback to President.

## 4. Meals & Catering

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You are required to provide at least 2 full meals per day, with at least 1 hot meal per day (Art. 29, Sec. 5). The registration fee should cover the cost of all provided meals.

### Meal Planning Tips

- Survey the family for dietary restrictions and allergies via the registration form.
- Consider a mix of catered meals and family-style cooking to manage costs.
- Plan for approximately 10–15% more than your headcount for unexpected guests and second helpings.
- Get quotes from at least 2–3 caterers or food vendors before selecting.
- Keep receipts for all food purchases for reimbursement processing.

### Sample Meal Schedule

Day	Meal 1	Meal 2
Friday	Breakfast (hot) full cookout	Arrival dinner (hot) welcome meal (hot)
Saturday	Breakfast (hot) full cookout	Banquet dinner (hot) main event
Sunday	Farewell breakfast (hot)	Family cookout (hot)

## 5. Activities & Entertainment

The format and activities are at your discretion. You must ensure entertainment is provided and that children are specifically included on at least one day (Art. 29, Sec. 6).

### Activity Ideas

Activity	Notes
Family History Presentation	Coordinate with Family Historian for displays, family tree, oral histories.
Sports & Games	Cookout games, cornhole, basketball, relay races, family Olympics.
Children's Activities	Crafts, treasure hunt, games, storytelling, or dedicated kids' time.
Family Business Meeting	Required — coordinate date/time/location with President (Art. 27).
Banquet / Awards Night	Hall of Fame recognition, milestone celebrations, awards.

Activity	Notes
Legacy Wall / Display	Feature photos, memorabilia, and family history (Art. 32, Sec. 5).
Family Photo Session	Group photos, district photos, generational photos.
Fundraiser	Optional — coordinate with Finance Committee for approval.

## 6. Registration & Fees

You are responsible for setting the registration fee (Art. 29, Sec. 8) and establishing your payment policies (Sec. 9).

### Registration Form — Recommended Fields

<input checked="" type="checkbox"/> Recommended Registration Field
<input type="checkbox"/> Full name(s) of all attendees in the party
<input type="checkbox"/> District affiliation
<input type="checkbox"/> Number of adults (18+) and children (under 18)
<input type="checkbox"/> Ages of children attending
<input type="checkbox"/> Dietary restrictions or food allergies

<input checked="" type="checkbox"/> Recommended Registration Field	
<input type="checkbox"/>	T-shirt or souvenir size (if applicable)
<input type="checkbox"/>	Payment method and amount paid
<input type="checkbox"/>	Emergency contact information
<input type="checkbox"/>	Special accommodations needed

## Setting Your Fee

To calculate your registration fee: estimate total meal costs ÷ expected number of adult attendees. Add a small buffer (5–10%) for cost overruns. Children under 5 are typically free; ages 6–12 may be charged at half the adult rate. Present your proposed fee to the President before opening registration.

## 7. Cancellation Policy

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If you must cancel the reunion after registration fees have been collected:

1. Notify the President immediately.
2. Issue full refunds to all registered family members within 7 days (Art. 29, Sec. 14).
3. Work with the President and Executive Committee to arrange an alternative gathering if possible.

Acceptable reasons for cancellation are listed in Bylaws Article 11. If you cancel for reasons not listed there, you are still required to issue refunds.

## 8. Budget Worksheet

Budget Item	Amount
Expected attendees (adults)	
Expected attendees (children)	
Venue cost	\$
Total meal cost (estimate)	\$
Entertainment / activities	\$
Decorations and supplies	\$
Printing (programs, signs)	\$
Miscellaneous	\$
<b>TOTAL ESTIMATED COST</b>	<b>\$</b>
Divided by number of paying adults	÷
<b>SUGGESTED REGISTRATION FEE</b>	<b>\$</b>

## 9. Post-Reunion Checklist

<input checked="" type="checkbox"/> Post-Reunion Action
<input type="checkbox"/> Issue any outstanding refunds within 7 days
<input type="checkbox"/> Submit all expense receipts to Treasurer for reimbursement (if applicable)
<input type="checkbox"/> Return any borrowed family equipment or supplies

**Post-Reunion Action**

- Submit a brief written reunion summary to the President (highlights, attendance, lessons learned)
- Provide feedback to the Family Historian for reunion archive
- Thank-you communications sent to vendors and key contributors