

A Family Celebration Made Easy

Backyard Event

Secure the location

Place:

Date:

Time:

Set the tone

What do you want to achieve?:

Theme:

Set your budget

How much can you spend?

Will others help to pay for things?

Get the word out to the family

- Create invitation list
- Call people to save-the-date
- Send out save-the-date by email, text, or DM

To Do's – Plan the Celebration

- Get the invites out (email or US mail) and include hotel information for out-of-town guests
- Post online invite (*make it a private event*) and include hotel information for out-of-town guests
- Call The **Convenient Feast** to cater the celebration
- Put together music playlist of favorites songs for each generation
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Things needed

- Tables
- Chairs
- Coolers
- Corkscrew/
Bottle opener
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Helpers needed to

- Set up tables and chairs
- Set up food and drinks
- Set up games and activities
- Clean up at the end
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What people can bring to the Celebration

- Their favorite beverage
- Snacks
- Games (board games are great)
- Old family photos to show
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What to buy days before the Celebration

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|---|---|
| <input type="checkbox"/> Plates – large | <input type="checkbox"/> Citronella candles for outdoor |
| <input type="checkbox"/> Plates – small | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Bowls – small | <input type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Napkins | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Cups | <input type="checkbox"/> Hand lotion |
| <input type="checkbox"/> Straws | <input type="checkbox"/> First aid kit (<i>basic</i>) |
| <input type="checkbox"/> Plastic forks, spoons and knives | <input type="checkbox"/> Paper towels |
| <input type="checkbox"/> Table cloths | <input type="checkbox"/> Pop-up trash bins / trash bags |
| <input type="checkbox"/> Decorations | |
| <input type="checkbox"/> Goodie bags and goodies for the kids | <input type="checkbox"/> |
| | <input type="checkbox"/> |

To Do's - Day of the Celebration

- Buy ice
- Decorate
- Set-Up:
 - Food serving area
 - Tables and chairs
 - Table with insect repellent / sunscreen / hand sanitizer / hand lotion / first aid kit / paper towels
 - Beverages (*on ice in coolers*)
 - Games and activities
 - Lights (*if the event goes on into the night*)
 - Trash bins / trash bags
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- Play music
- Greet family and have a great time
- Clean up

Make it special:

- Honor the elders with gift baskets
- Announce and recognize:
 - All of the graduates (pre-school through graduate school)
 - The youngest family member and the oldest
 - The newlyweds and the couple married the longest
 - The ones who travel the most miles to get there
- Take group pictures and share the pictures:
 - Everyone together
 - By generations (1st, 2nd, 3rd, 4th, 5th...)
 - By age (kids, teens, adults, elders)
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