



Radcliff FT. KNOX TOURISM

REUNION CHECKLIST PLANNER

18 - 24 Months Prior:

- Organize a reunion-planning committee
- Structure regular committee-meeting dates
- Open a bank account
- Set dates for reunion
- Begin locating members/set up mailing list
- Set up file for notes on everything you do
- Make initial contact with Radcliff/Fort Knox Convention and Tourism

12 - 14 Months Prior:

- Set up a budget
- Begin initial program structure - guest speakers, emcees, special programs
- Make plans for tours with Radcliff/Fort Knox Convention and Tourism Commission
- Send out first notification to members
- Form subcommittees from planning committee & delegate areas of responsibility: entertainment, tours, registration
- Decide on memorabilia, t-shirts, caps, etc. (Radcliff/Fort Knox Convention & Tourism Commission has extensive resource catalogs)
- Make initial contact with hotels, with plans and the approximate number you expect
- Second mailing/phone contact with members

6 - 9 Months Prior:

- Finalize list of events & activities, and prepare registration packets with costs, accommodations, etc.
- Mail registration packets
- Contact subcommittee for progress reports; make reassignments as necessary

2 - 5 Months Prior:

- Plan a ceremony for unit with Fort Knox by calling the Fort Knox Public Affairs Office at 502-613-2223. A 12 week notice is required.
- Contact the Radcliff/Fort Knox Tourism Office, which can provide welcome packets, name badges and will set-up a tourist information booth at the host hotel. (Exclusively for groups staying in Radcliff). An 8 week notice is requested
- Make contact with hotel/motel staff; confirm reservations; finalize plans for facility usage
- Reserve any needed equipment/transportation

6 Weeks Prior:

- Review/revise schedule of events; confirm guests, etc.
- Organize registration system and develop checklist for registrars
- Create final checklist for planned activities and needed resources. Radcliff/Ft Knox Convention and Tourism can assist

2 Weeks Prior:

- Develop schedule for registration workers
- Prepare and submit press releases to appropriate media

2 - 4 Days Prior:

- Contact Radcliff/Fort Knox Convention & Tourism to confirm any arrangements/reservations
- Contact the Fort Knox Public Affairs Office to confirm arrangements
- Make contact with host hotels/motels for last-minute follow-up

The Radcliff/Fort Knox Convention and Tourism Commission offers services to military reunion groups (exclusively for groups utilizing Radcliff hotels and motels), including information on area attractions and accommodations, welcome packets, name badges, and tourist information booth at the host hotel.

To obtain these services, a written or verbal request must be made to the Tourism Office at least 8 weeks in advance. Your request should include the number of members expected to participate, the visit date and time of arrival, the unit history, a phone number and email address where the point of contact can be reached.

For more information, please visit our website at:
<https://www.radclifftourism.org/>