**Template Guidance:**

* Use the questions below as guidance for writing your retrospective on the family reunion event; don’t worry about making it perfect – focus on the substance and content
* Write your event reflection starting on the next page
* Visit uncommongenealogist.com/resources for an event reflection example based on a 2021 family reunion event
* Edit your work and perform spell check
* *Recommended:* Print your reflection and keep with your other reunion keepsake items for the future – perhaps your descendants will even read it one day

**Questions to Consider:**

* When, what time, and where was the event held?
* How many members of your family attended the event?
* What was the weather during the event—sunny or cloudy, cold or warm?
* What were you celebrating and how did you make the reunion memorable?
* What factors or situations made the event challenging to plan?
* What parts of the reunion make you particularly proud to say you planned? Describe a moment when you felt it was all worth the hard work.
* How did you make critical event decisions? Who helped you make decisions and / or what were the resources you leveraged most?
* What unique experiences did you create to engage attendees? What was their response?
* What were your lessons learned? If you were given another week to plan, what efforts would you focus on first and why? If you were to plan another reunion, what would you do differently?
* Did the event achieve your definition of success, including the KPIs you set earlier? What were your final ‘metrics’ and how do you feel about the result?

[Type Your Reflection Here]