

COMMUNICATION

The Communication Sub-Committee is essential in keeping the Elliott Clan informed and connected throughout the reunion planning process. Their key responsibilities include:

- **Information Dissemination:** Ensure timely and clear communication of all reunion-related information, including event details, registration deadlines, schedules, and any changes.
- **Newsletter and Updates:** Create and distribute regular newsletters or updates via email, social media, and other channels to keep family members informed about planning progress, important dates, and event highlights.
- **Website & Social Media Management:** Oversee and manage social/online media platforms to engage family members, share updates, and generate excitement for the reunion.
- **Event Invitations and RSVPs:** Send out formal invitations for reunion events and manage RSVP responses to ensure accurate headcounts for various activities.
- **Crisis Communication:** Handle any urgent or unexpected communication needs, such as event changes or important announcements, ensuring the information is delivered promptly.
- **Coordination with Other Committees:** Work closely with other sub-committees (e.g., logistics, finance) to ensure that all relevant information is effectively communicated to family members.

ENTERTAINMENT/SOCIAL ACTIVITIES

The Entertainment/Social Activities Sub-Committee is responsible for planning and coordinating fun, engaging, and memorable events for the Elliott Clan Reunion. Their main duties include:

- **Event Planning:** Organize and design a schedule of entertainment and social activities that cater to all ages, ensuring a balance of fun, relaxation, and cultural experiences. Events may include family games, talent shows, dance parties, and excursions.
- **Vendor and Talent Coordination:** Secure and coordinate with entertainment providers, including DJs, bands, hosts, or performers for events such as the talent show, karaoke, and evening gala.
- **Activity Logistics:** Manage the logistics of each activity, including venue setup, equipment, and timing to ensure a smooth and enjoyable experience for all attendees.
- **Excursions and Tours:** Plan family excursions, including nature hikes, historic tours, and cultural experiences like the catamaran cruise, ensuring all details are covered, from transportation to safety.
- **Family Engagement:** Create interactive activities that encourage participation and engagement, such as family games, sports matches (like soccer and cricket), and social hours, fostering a strong sense of connection and fun.
- **Collaborating with Other Committees:** Coordinate with the communication and finance committees to ensure all activities are well-publicized, within budget, and logistically sound.



FINANCE

The Finance Sub-Committee plays a crucial role in ensuring the financial success of the Elliott Clan Reunion. Their primary responsibilities include:

- **Budget Planning and Management:** Develop a detailed budget covering all aspects of the reunion, including event costs, accommodations, transportation, and other expenses. Monitor and manage the budget throughout the planning process.
- **Fundraising:** Identify and implement fundraising strategies to help cover reunion costs. This may include organizing fundraising events, securing sponsorships, and managing donations.
- **Expense Tracking:** Maintain accurate records of all financial transactions, ensuring all expenses are tracked and documented. Regularly report on the financial status to the planning committee.
- **Fee Collection:** Coordinate the collection of reunion fees from family members, ensuring timely payments and clear communication about deadlines.
- **Vendor Payments:** Handle payments to vendors and service providers, ensuring that all contracts and services are paid for in a timely and organized manner.
- **Financial Reporting:** Provide regular financial updates to the reunion committee and prepare a final financial report after the reunion to ensure transparency and accountability.

GENEALOGY/FAMILY RESEARCH

The Genealogy and Family Research Sub-Committee plays a crucial role in uncovering and preserving the Elliott Clan's rich history and legacy. Their key responsibilities include:

Family Tree Development: Research and document the Elliott Clan's genealogy, gathering information from family members, historical records, and archives to build a comprehensive family tree.

Oral History Collection: Conduct interviews with elders and other family members to collect oral histories, family stories, and personal accounts that contribute to the shared family narrative.

Archiving Family Records: Collect and preserve family documents, photos, and historical records. Organize these materials in a way that can be shared with the family, either digitally or through printed publications.

Genealogy Workshops: Organize workshops or presentations during the reunion to share findings, educate family members on how to trace their lineage, and encourage participation in ongoing family history research.

Heritage Tours: Coordinate historic tours related to family landmarks, such as visits to ancestral villages or cemeteries, to help family members connect with their roots.

Collaboration with Other Committees: Work closely with the communication and entertainment committees to share findings, plan heritage-themed activities, and engage the family in the discovery process.



HOSPITALITY

The Hospitality Sub-Committee plays a crucial role in coordinating the food, accommodations and transportation for the reunion. Their primary responsibilities include:

- **Accommodations:** responsible for researching hotels/places to stay in St. Kitts & Nevis. The research should help narrow the choices of hotels down to a manageable amount based on number of attendees. We may also consider hotels that have banquet space where you can host a plated dinner.
- **Transportation:** This group of volunteers will also be responsible for setting up the transportation from the airport, bus, etc to the hotel and other sites. For example, reserving water taxis, vans to different locations, etc.
- **Food:** This committee is responsible for researching and deciding upon a suitable location for the opening lunch, fellowship lunch, closing banquet. In addition, they will be selecting caterers, negotiating pricing, and attending to the details of the banquet itself.
 - For Beachnic, make sure to organize who is bringing what and make sure the needed food preparation tools: appliances, barbecue grills, utensils, food storage containers are available.
 - Collaboration with Finance and Welcome Committee: Make sure to have all details in contract with caterer/banquet hall/hotel

WELCOME + HOST

The Welcome + Host Sub-Committee is dedicated to creating a warm, welcoming, and comfortable experience for all attendees of the Elliott Clan Reunion. Their main responsibilities include:

- **Welcome and Registration:** Greet family members upon arrival and manage the check-in process. Provide welcome packets, name tags, and schedules of events to ensure everyone is informed and feels at home.
- **Event Hospitality:** Ensure that all reunion events, such as meals, social activities, and excursions, run smoothly by coordinating seating arrangements, guest comfort, and special requests (e.g., dietary needs).
- **Family Support and Assistance:** Be available to assist family members with any questions, needs, or issues during the reunion, offering guidance on local amenities, transportation, or event logistics.
- **Welcome Bags & Gifts:** Prepare and distribute welcome bags or reunion keepsakes to make attendees feel appreciated and to enhance the sense of occasion.
- **Guest Comfort:** Ensure that all venues are comfortable, providing necessary amenities like water stations, rest areas, and clear signage for easy navigation.
- **Set up/Cleanup** - a crew of people that will help with the registrations, setting up, decorations, signage, clean up.
- **Coordination with Other Committees:** Collaborate with the logistics, entertainment, and communication committees to ensure seamless execution of events and that all family members feel cared for throughout the reunion.

