

Family Reunion Storytelling Checklist

Plan optional conversations and recordings

Tick what suits your gathering and skip the rest. The timings are suggestions. The activities match the [family reunion storytelling guide](#), which explains each one.

A few weeks before

- ☐ Choose one or two activities: photo table, paired conversations, short story round, recipe table, map of family places, or question cards at the tables.
- ☐ Ask one person to lead the activity and one to look after notes, photos and any recordings.
- ☐ Tell relatives what you're planning, and that taking part is optional.
- ☐ Ask relatives who can't attend to send a story, photo or recording in advance.
- ☐ Find a quiet corner for anyone who'd like a one-on-one conversation.

Agree permission before anything is recorded

- ☐ Decide what you'd like to record: audio, photos, written cards, or nothing at all.
- ☐ Decide who will be able to see or hear it: the people present, the wider family, or no one beyond the speaker.
- ☐ Say this out loud or on a sign at the start: "Nothing is recorded without asking. You can pass on any question."
- ☐ Ask each person before recording them, and note their answer.
- ☐ Keep anything someone asks to keep private out of the shared copy.

Supplies

- ☐ Copies of photographs (not irreplaceable originals), with space for names, places and dates.
- ☐ Blank cards, pens and a notebook for written answers.
- ☐ A phone with free storage and a charger for recording.
- ☐ For a map: a large printed map and colored dots.

- ☐ Printed question cards (below).

Questions across generations

For older relatives, from younger ones:

- ☐ What did a school day look like when you were my age?
- ☐ What did you do on weekends as a teenager?
- ☐ What was your first job, and what did it pay?
- ☐ Who in the family did you most look up to growing up?

For younger relatives, from older ones:

- ☐ What's something you know how to do that I probably don't?
- ☐ What do you and your friends do for fun?
- ☐ What would you like to ask me about when I was young?

For anyone:

- ☐ Which family meal do you remember most clearly?
- ☐ Who taught you a skill you still use?
- ☐ Which family saying needs explaining to someone new?
- ☐ Where have you lived, and which place felt most like home?
- ☐ Which family gathering do you remember best, and why?

On the day

- ☐ Explain the activity and how to pass.
- ☐ For a photo table or recipe table, ask people to write names and a line of memory on a card.
- ☐ For a story round, pick one concrete theme and let people listen without taking a turn.
- ☐ Photograph cards, maps and written notes before they go home.
- ☐ Note who told each story, with the date.

Within a week or two after

- ☐ Copy files off phones and name them with the date and speaker.
- ☐ Keep a second copy somewhere else, and check that it opens.
- ☐ Send each person their own story or recording to check before sharing it more widely.

- ☐ Share only what people agreed to, with the audience they agreed to.
- ☐ Note stories worth a longer conversation later.

Notes and follow-ups
