

Reunion Checklist

(Revised 5/3/2012)

Hiram McAdams had 11 children who survived to adulthood. Traditionally, the families of his children have alternated the hosting of the reunion each year. At the 2011 reunion, the family voted to enhance this method by forming a permanent reunion committee to support the planning and hosting of the reunion. It is preferable for individual families to continue the host duties each year and use the reunion committee for support. The committee is always available in the event an individual family is either unwilling or unable to host the event. Each host family should coordinate closely with the reunion committee. Use the contact page on www.mcadams.org to contact the committee.

Don Wafer developed this checklist when he and his family (Alice) hosted the 2002 reunion, and it was revised after the 2003, 2010, 2011 and 2012 reunions. The host should not consider this checklist to be a set of rules. It is merely a guideline that can help make the day go more smoothly.

Date

- Reunion Date: Last Sunday in April
- Location: McAdams Reunion Grounds
- Normal Attendance: Around 80

Invitations

- Prepare and mail invitations about one month before the reunion date.
- Printed mailing labels will be provided. Use the contact page on www.mcadams.org to request the mailing labels.

General Agenda for the Day

- 9:00 AM – 11:00 AM: Arrivals, food set-up, registration and early socializing. Games and activities will be available for the kids.
- 11:00 AM - 12:00 PM: Program and announcements
- 12:00 PM – 1:00 PM: Family group photos and lunch.
- 1:00 PM - 3:00 PM: Socializing. Games and activities will be available for the kids.
- 3:00 PM: General clean-up

Checklist

- Ensure that grounds and the pavilion are cleaned up prior to reunion, that the benches are in good repair and light bulbs and restrooms are working. You may have to turn on the water supply.
- Make arrangements with Thomas McAdams for the reunion ground gates to be open for early

arrivals and also for any work days you may want to schedule.

- Organize and conduct the program. Include general announcements as appropriate.
- Part of the program must include the annual McAdams Cemetery Association election.
- Locate & set up the public address system. (Kept in chapel between reunion dates.)
- Ensure that the reunion photo album is up to date and is brought to the reunion. Place the album near the registration table for attendees to view.
- Bring one or two folding tables and chairs for registration sign-in purposes
- Prepare registration forms for sign-in of families and guests.
- Provide for taking of family group photographs to include in the reunion photo album.
- Optional: Bring and display family memorabilia for attendees to view.
- Provide a money box for collecting donations to the McAdams Cemetery Association. Checks should be payable to "McAdams Cemetery Association - Work Fund." Discourage cash donations, but accept them if necessary. We must keep a strict accounting of all cash donations.
- Bring paper and pens for attendees to use at registration. A large number of pens is required for the voting that will take place during the program. You can buy cheap pens anywhere.
- Bring name tags and black marker pens.
- Provide paper or plastic sheeting for table cloths and plenty of duct tape for securing to the picnic tables. (Picnic tables are 36" wide and require a total length of about 250 feet. Sam's Club normally has 40" wide x 300 foot long rolls of Dixie plastic banquet cover material)
- Duct tape is the only stuff that will work. Believe it. Masking tape will not work.
- Verify that table markers for food categories are present and usable. (Stored in pavilion storeroom)
- Provide a sufficient supply of paper plates, napkins and plastic utensils. These are all available in quantity at Sam's Club, and they are not expensive.
- Each family should bring food, drinks and picnic supplies as appropriate for their family and guests.
- Provide at least 12 heavy-duty, 39 gallon size garbage can liners.
- Garbage cans (3 or 4) are available in the pavilion storeroom.
- Make provision for trash haul-off after reunion.
- Bring general clean-up supplies for use during the reunion activities.
- Ensure that first aid supplies, wasp spray and insect bite medication are available on site.
- Bring toilet paper and paper towels for rest rooms (4 rolls each should be sufficient)
- Update family photo album after the reunion and bring it to next year's reunion.

Rest Rooms

- Located at front of Pavilion – men and women.
- Only toilet paper can be safely flushed into the sewer system

Emergencies

- A first aid kit is available, but you should consider bringing some additional first aid supplies.
- There is no telephone service on the reunion grounds. Cell coverage has been limited in the past but is fairly reliable now (2012).

- Several family members live fairly close to the reunion grounds, so we can always contact emergency services by landline if necessary.

Registration

- A person designated by the committee should be at the registration table at all times prior to the program and after lunch.
- This is necessary to insure that the necessary information is entered on the registration forms and that the money box is secure.

Family Photographs

- Family group photos will be taken immediately following the program, and before lunch.
- Groups will be called in order. (The general order is by family – Clara, Alice, Carl Luther, Edgar, etc)
- Ask people to not go to lunch until their family photo has been taken. This will help speed up the process.
- Designate a couple of committee members to take the photographs.
- We will take two "official" shots for album use and then any other "unofficial" photographs can be taken before the group is dismissed to the lunch line.

Clean-Up

- During the program, ask everyone to help keep the grounds clean. Use the trash containers provided around the picnic table area.
- Remember to bring plenty of large trash can liners.
- Someone will probably (read “may”) haul off the trash for you. Check on this early in the day as people arrive.

Free Time After Lunch

- Visit with family and friends.
- More games and activities for the kids.
- McAdams Cemetery is open. The chapel can be opened on request.
- Take special care crossing the road – Cars approach quickly and are usually traveling at high speed.

Family Roll Call

- Traditionally, during the program, we have called the roll by family and asked for number present, births, deaths, marriages, etc. One of the committee members should be appointed to

record this information.

2012 - 2022

- **Descendants of Hiram Augustus (d.1935) and Jennie Robbins McAdams(d. 1886)**
 - CLARA McADAMS ROBERTS - Host/Honored 2012
 - ALICE McADAMS THOMPSON - Host/Honored 2013
 - CARL LUTHER McADAMS - Host/Honored 2014
 - HIRAM EDGAR McADAMS - Host/Honored 2015
 - *JOHN ROBBINS McADAMS (died in 1887 at the age of 3)*
 - JAMES FRANKLIN McADAMS - Host/Honored 2016
- **Descendants of Hiram Augustus and Alice Rebecca Williamson McAdams (d. 1918)**
 - MARY McADAMS PAYNE - Host/Honored 2017
 - HORACE McADAMS - Host/Honored 2018
 - ERA McADAMS LANGLEY - Host/Honored 2019
 - JOE HORN McADAMS - Host/Honored 2020
 - WILLIAM VERNON McADAMS - Host/Honored 2021
 - RUTH McADAMS COLE - Host/Honored 2022

2023-2033

- **Descendants of Hiram Augustus (d.1935) and Jennie Robbins McAdams(d. 1886)**
 - CLARA McADAMS ROBERTS - Host/Honored 2023
 - ALICE McADAMS THOMPSON - Host/Honored 2024
 - CARL LUTHER McADAMS - Host/Honored 2025
 - HIRAM EDGAR McADAMS - Host/Honored 2026
 - *JOHN ROBBINS McADAMS (died in 1887 at the age of 3)*
 - JAMES FRANKLIN McADAMS - Host/Honored 2027
- **Descendants of Hiram Augustus and Alice Rebecca Williamson McAdams (d. 1918)**
 - MARY McADAMS PAYNE - Host/Honored 2028
 - HORACE McADAMS - Host/Honored 2029
 - ERA McADAMS LANGLEY - Host/Honored 2030
 - JOE HORN McADAMS - Host/Honored 2031
 - WILLIAM VERNON McADAMS - Host/Honored 2032
 - RUTH McADAMS COLE - Host/Honored 2033

Family Photo Album

- Mounting Photographs – 3M Photo Mount Spray Adhesive is an excellent way to mount photos or individual pages in the album. This product is ph neutral (photo safe) and easy to use. Another option is to use Scotch Double Stick Photo and Document Tape. Other brands may also be used as long as they are labeled "Acid-Free", "Photo Safe", "Acid Free" or "ph Neutral" (ph 7.0 to 8.0).
- Mounting "Flip-up" pages – Self-Adhesive Linen Hinging Tape is ideal for this purpose. This tape should be labeled "pressure sensitive adhesive" and "acid-free". Typically, this product will be similar to Scotch Tape but will be 1 ¼" wide with a linen cloth backing. It may also be labeled as having "archival quality" or some similar description. Lineco is a common brand.
- Album Pages - If new album pages are necessary, you should purchase 80 Index or card stock.

The paper size is 13 ¾" by 12" and must be hole-punched (2 holes on 6" centers) along one of the 12" edges. The pages originally supplied in this album are a Hammermill paper "Via Neutral Cover Bright White Smooth".

- Screw Posts – If longer screw posts are needed, use ½ screw post extensions that are made specifically for this purpose.
- Except for the album pages, the other products can be found at most art supply stores and at picture framing stores. For example, Texas Art Supply, Aaron Brothers and Michael's stores are likely to have these materials in stock.
- The paper, however, will have to be custom cut from card stock (probably from 26" by 40" sheets) and will have to be obtained from a paper supplier. In Houston, for example, this material can be readily obtained from Bosworth Paper Chase, Paper Plus and any of several other paper supply houses.
- Use the contact page on this website if you have questions regarding the photo album. You should also notify us when the album is full and needs to be replaced.
- Contact Don Wafer for more information on the photo album.