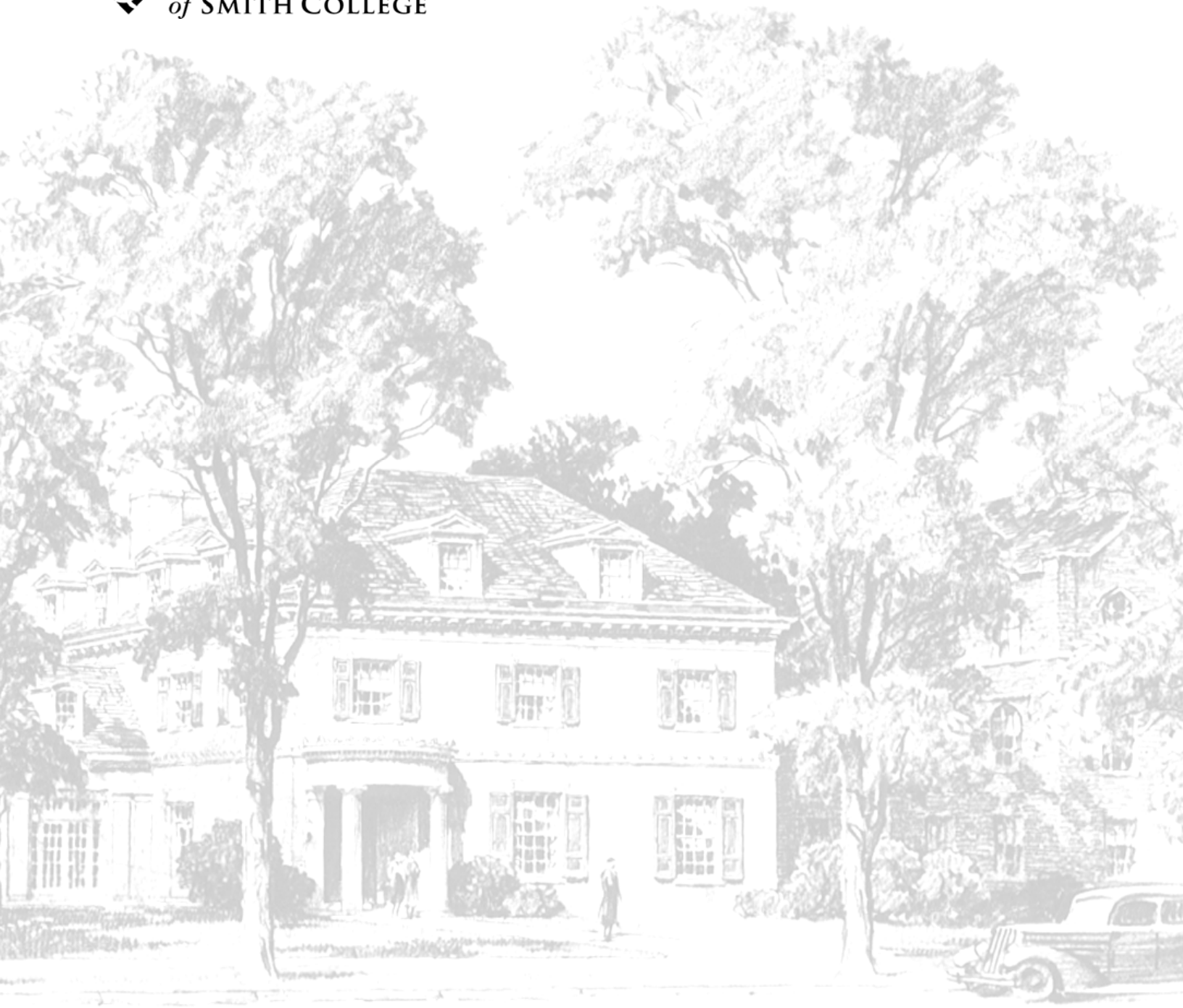




ALUMNAE ASSOCIATION  
*of* SMITH COLLEGE



# Reunion Planning Guide

Fall 2009

# AASC REUNION PLANNING GUIDE ♦ TABLE OF CONTENTS

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Goals of the AASC Reunion Program.....	2
Contact Information.....	3
The Role of AASC and college staff.....	4
Alumnae Association staff.....	5
<b>THE REUNION COMMITTEE</b>	
Reunion Chair Responsibilities.....	7
Recruiting Volunteers to Assist with Reunion.....	8
Reunion Planning Committee.....	9
Name tags and Name tag chair.....	13
<b>REUNION PLANNING AND PROGRAMMING</b>	
Preliminary Reunion/Commencement Weekend Schedule.....	14
Preliminary All Reunion Weekend Schedule.....	15
General Reunion Planning Schedule.....	16
Reunion Planning Timeline.....	17
Reunion Meal Planning.....	18
Reunion Meals.....	19
Smith College Alcohol Serving Policy.....	19
Reunion Housing.....	20
Guests At Reunion.....	21
Campus Space.....	22
Class Headquarters.....	23
Guidelines for Donating Materials to Archives.....	24
Programs and Entertainment During or After Dinner.....	25
Class Meetings.....	26
Reunion Awards.....	27
Encourage Classmates To Attend Reunion.....	28
Mini Reunions and Pre-Reunion Parties.....	29
Post-Reunion Wrap-up.....	30
<b>CLASS COMMUNICATIONS</b>	
Class Communications.....	31
Communications Schedule.....	33
Reunion Class Book & Directory.....	34
Confidentiality Of Alumnae Information.....	35
<b>REUNION FINANCES</b>	
Class Revenue.....	36
Reunion Expenses.....	37
Reunion Fees.....	38
Class Registration Fee Worksheet.....	39
Sample Reunion Budget.....	40
<b>REFERENCE INFORMATION</b>	
Reunion Attendance Counts and 10-year Averages.....	41
Smith Houses at a Glance ♦ 2009.....	43
Reunion Event Spaces.....	44
Area Hotels and Motels.....	46
Area Bed & Breakfasts.....	47
Suggested Vendors.....	48
Class Colors.....	49
<b>SAMPLE FORMS</b>	
Sample Reunion Committee Form.....	50
Preliminary Class Program Planning Worksheet.....	51
Sample Per Meal Price Calculation Form.....	51
Sample Reunion Registration Form.....	53
Camera Ready Class Directory Request Form.....	54
Sample Reunion Parade Signs Form.....	55
Sample Meal Activities Planning Form.....	56
Sample Class Meeting and Program Planning Form.....	57
Sample Headquarters Planning Form.....	58
Sample Class Election Slate Form.....	59
Sample Reunion Financial Report.....	60

## GOALS OF THE AASC REUNION PROGRAM

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In May of each year, Smith College welcomes her alumnae back to campus for Reunion. This is a time to reunite with classmates and friends – it provides opportunities for networking, exploring the current campus, and a chance to once again experience some of the intellectual life of Smith College.

Each class Reunion has a distinctive character. The class Vice President, who is the Reunion Chair, leads the planning efforts for the class reunion. The Reunion Chair oversees the logistics of her class reunion within the general framework of the Alumnae Association's Reunion plan for all alumnae. Reunion Chairs provide opportunities at class functions for programming and/or entertainment that reflect the special interests of the class, while at the same time leaving enough time for classmates to reminisce, appreciate exciting additions to the campus, and visit old haunts.

This Handbook is designed as a resource for class Reunion volunteers. It outlines in detail the specifics each volunteer needs to do the job, and it is just one of the tools available. We ask that each Reunion Chair familiarize herself with the material in this handbook. While we cover general Reunion planning during on-campus training sessions, this book contains a number of great ideas and suggestions from classes that have had planned recent Reunions especially successfully. In addition, visit the **Volunteer/Class Volunteer Resources** area on the AASC Web site at <http://alumnae.smith.edu>, where you'll find Reunion planning information and forms. The AASC Web site always has up-to-date information about the college, the Alumnae Association, various Smith classes, and other alumnae programs. All handbooks are available as PDFs, and new information will be posted regularly. Please also become familiar with the resources available through **Volunteer Connection**. We enthusiastically encourage all volunteers to make full use of the resources available on the AASC Web site.

In addition to the information contained in this handbook, class officers also have available as a resource the **Classes Committee**, comprised of alumnae who have served in various volunteer roles and act in an advisory capacity to current class officers. The AASC provides all current class officers with their names and contact information.

**Please note:** the information contained in this book is current as of September 2009 and is subject to change. For the latest information, please visit **Volunteer/Class Volunteer Resources** on the AASC Web site (at the URL listed above).

Your feedback is appreciated. Please feel free to send comments and suggestions regarding this handbook and the reunion program to:

Amy Holich-Dunn AC '05  
Assistant Director for Reunions and Classes  
Alumnae Association of Smith College  
33 Elm Street  
Northampton, MA 01063  
aholich@smith.edu  
800 526.2023, option 4  
413 585.4406  
FAX 585.2015

*Thank you for volunteering for Smith!*

## CONTACT INFORMATION

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The Alumnae House  
33 Elm Street  
Northampton, MA 01063  
**Telephone: 800 526.2023**

Updating your address ..... **Press 1**  
Gift Acknowledgement  
Securities

**Alumnae Outreach Office**..... **Press 4**

- ◆ Class Officers
- ◆ Reunion
- ◆ Smith Clubs throughout the U.S. and Abroad
- ◆ Alumnae affinity groups
- ◆ Alumnae Education and symposia
- ◆ Class and Club e-communications
- ◆ Label/List/Electronic file/Directory Requests
- ◆ AASC Travel Program (or call 800-225-2029)

**Smith Alumnae Quarterly Publications Office** ..... **Press 5**

- ◆ Class Notes
- ◆ Advertising in Members Exchange
- ◆ Articles

**Smith Fund Office** ..... **Press 6**

- ◆ Gift or Pledge Inquiries **or call 800-241-2056**
- ◆ Matching Gift Information
- ◆ Credit Card Contributions

Alumnae House Receptionist..... **Press 8**

Alumnae Association Fax ..... 413 585.2073  
Alumnae Outreach Fax ..... 413 585.2015  
Smith Fund Fax ..... 413 585.2014  
Major Gifts Fax ..... 413 585.2047  
E-mail ..... [alumnae@smith.edu](mailto:alumnae@smith.edu)  
Web site ..... <http://alumnae.smith.edu>

## **THE ROLE OF AASC AND COLLEGE STAFF**

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### **Alumnae Association Staff**

The Office of Alumnae Outreach works year-round on the Reunion program. The staff is specifically responsible for:

- ♦ Design and production of all Reunion correspondence produced by the AASC, including the Reunion "save the date" postcard, Reunion Registration materials, and the Reunion Resources Web site
- ♦ Communicating Reunion dates to alumnae in Reunion classes in the year before Reunion
- ♦ Assisting and supporting Reunion Chairs in managing each class program and providing historical Reunion information
- ♦ Reunion space assignments (housing, headquarters, and program space)
- ♦ Coordinating with various college departments, including Facilities Management (formerly Physical Plant), Dining Services, Educational Technology Services (ETS; formerly Media Services), and student workers to prepare the campus for returning alumnae
- ♦ Alumnae College program
- ♦ Coordinating with vendors and caterers to provide support for Reunion events

### **The Smith Fund Staff**

The Smith Fund staff also works year-round on building support for the annual giving program. The class gift to The Smith Fund is one way that all classmates can be a part of Reunion, even if they cannot return to campus. Everyone has the opportunity to make her reunion gift.

A member of the Fund staff has been designated to work specifically with each reunion class. The Smith Fund Office assists Class Fund Agents and Special Gift Chairs in soliciting classmates for their annual gift, screening classmates for major gift prospects, setting class goals, and providing broad administrative support to reunion classes.

### **The Classes Committee**

The Classes Committee was formed in 2001. Committee members are appointed for a three-year term and serve as liaisons between the Association and class officers. Committee members represent the various class officer positions, decades, and Ada Comstock alumnae. The committee convenes on campus once each year and several times each year via conference call, and help to facilitate class officer conference calls throughout the year.

Classes Committee members help classmates stay connected between Reunions, field questions from class officers, and assist the AASC in determining how we can best support class officers.

## ALUMNAE ASSOCIATION STAFF

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**Carrie Cadwell Brown** Ed.M. '82, Executive Director 413 585.2027  
(ccadwell@smith.edu)

Responsible for the complete, integrated management of the Association staff; implements all AASC policies, represents the AASC to all constituencies.

**Jad Davis**, Executive Assistant 413 585.2027  
(jaddavis@smith.edu)

Provides administrative and secretarial assistance to the Executive Director, serves as secretary to the President of the Association. Serves as the staff liaison for the Board of Directors, Board committees, and the Nominating Committee.

### REUNION and CLASSES

**Samantha Pleasant**, Senior Associate Director 413 585.2046  
(splesan@smith.edu)

Oversees Reunion and class programming and budget. Supports volunteer class leaders, and oversees volunteer training.

**Amy Holich-Dunn** AC '05, Assistant Director for Reunions and Classes 413 585.4406  
(aholich@smith.edu)

Responsible for comprehensive support and leadership training for 80 alumnae classes. Also responsible for developing and executing the annual Reunion program.

**Joy Williamson**, Office Coordinator 413 585.2079  
(bjwillia@smith.edu)

Provides administrative support to the Senior Associate Director; oversees budgets in the Alumnae Outreach department; coordinates Reunion programming for earliest classes.

**Peg Bielunis**, Program Assistant for Reunions and Classes 413 585.2040  
(pbieluni@smith.edu)

Provides support to Assistant Director for Reunions and Classes; coordinates Reunion housing for alumnae.

### ALUMNAE EDUCATION, CLUBS and UNDERGRADUATE PROGRAMS

**Betsy Adams (Baird) Hopkins**, Associate Director 413 585.4407  
(bhopkins@smith.edu)

Plans and coordinates educational and special programs for alumnae, including symposia; develops strategies and plans for special interest and affinity groups.

**Meri Hoverman**, Assistant Director for Clubs and Undergraduate Programs 413 585.2043  
(mhoverma@smith.edu)

Responsible for management of clubs, club program development, and undergraduate programs; oversees the Reunion student worker program.

**Nancy Streeter Howes**, Program Coordinator for Alumnae Education and Special Programs 413 585.2058  
(nhowes@smith.edu)

Provides support to the Associate Director and manages the Alumnae Speakers Bureau.

**Annie Croteau**, Program Coordinator for Clubs and Undergraduate Programs 413 585.2144  
(acroteau@smith.edu)

Provides support to the Assistant Director for Clubs and Undergraduate Programs and manages Faculty Speaker Program.

## **SMITH TRAVEL**

**Elizabeth Bigwood**, Assistant Director for Smith Travel 413 585.2029  
(ebigwood@smith.edu)

Responsible for administering all facets of the Smith Travel Program, including coordination with tour operators, travelers, faculty representatives; maintains the Travel Program budget.

**Rebecca Washut**, Program Assistant for Smith Travel 413 585.4405  
(rwashut@smith.edu)

Provides administrative support to the Assistant Director for Smith Travel.

## **COMMUNICATIONS and SMITH ALUMNAE QUARTERLY**

**John MacMillan**, Editor and Communications Director 413 585.2031  
(jmacmill@smith.edu)

Responsible for all aspects of publication of the *Smith Alumnae Quarterly*. Works with managing editor on budget matters, and coordinates circulation. Oversees all communications for the AASC and Office of Development.

**Elise Gibson**, Managing Editor 413 585.2061  
(egibson@smith.edu)

Responsible for publication of the *Smith Alumnae Quarterly*; supervises student intern; manages advertising program and monitors budget.

**Cheryl Dellecese**, Associate Publications Editor 413 585.2018  
(cdellece@smith.edu)

Responsible for publication of the *Smith Alumnae Quarterly*; serves as liaison to class secretaries; supervises student worker.

**Michael Yargeau**, Web and Systems Specialist 413 585.2062  
(myargeau@smith.edu)

Responsible for designing and maintaining the AASC Web site; manages data for the Alumnae Outreach office; and has comprehensive responsibility for the entire Reunion registration process.

**Megan Gallagher**, Web Design/Reunion Registration Assistant 413 585.2042  
(mgallagh@smith.edu)

Assists Web and Systems Specialist with design and maintenance of the AASC Web site, and assists with oversight of the Reunion registration process.

## REUNION CHAIR RESPONSIBILITIES

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### General Duties

- ◆ Organize all aspects of class Reunion, including selection of the Reunion theme and the overall class programs, budgeting for the event and acting as a liaison with the AASC for specific arrangements.
- ◆ Consider choosing a Reunion co-chair to complement your interests and abilities, and to provide support and assistance through Reunion planning.
- ◆ Appoint the chairs of various programs and events, outline their duties and responsibilities, consult with them frequently, follow up on plans, and make deadlines clear. Requests for help should be solicited well in advance of Reunion, and all those classmates expressing interest should be given tasks/responsibilities. The larger the committee, the broader the interest from the class.
- ◆ Observe the Reunion prior to your class Reunion and represent the class at the Reunion planning workshop approximately eighteen months before your Reunion.
- ◆ Provide information to the class president for class communications.
- ◆ Invite the Reunion Chair of the class having its comparable Reunion the following year to observe your Reunion, and to be your guest for the Friday class dinner. You may invite her to be your guest at other meals, if your class treasury can support it.
- ◆ Work closely with Alumnae Association staff in planning your class events within the context of the larger Reunion program.
- ◆ Check with all committees, following Reunion, to see that the records and memorabilia of permanent value to the class are stored until the next Reunion. Each class has a locker in the Alumnae House. The Alumnae Association maintains a set of keys and you may access your locker when the Alumnae House is open.

Each class should keep its own Reunion notebook to be added to and revised by the Reunion Chair immediately following each Reunion. A complete notebook may include:

- ◆ A list of classmates sorted by senior house, or their house during their last year at Smith (data is available from the Alumnae Association)
- ◆ Past Reunion mailings
- ◆ Past Reunion budgets and financial reports
- ◆ Past Reunion Chair's reports, including ideas from committee members
- ◆ A list of past Reunion committee members
- ◆ Lists of those attending past Reunions, total attendance, and awards received

It is your responsibility as Reunion Chair to ensure that the information you pass on is as complete and helpful as possible – you may store it in your class locker at the Alumnae House until your successor is elected.

## **RECRUITING VOLUNTEERS TO ASSIST WITH REUNION**

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The success of the Reunion program depends in large part on the active participation and commitment of class volunteers. Reunion Chairs should recruit volunteers to assist with the Reunion program. There are four basic steps to committee leadership:

### **1. Identification**

Based on the job to be done, determine what qualities are necessary in a volunteer.

Ask classmates to identify other classmates who may have professional ties to a specific Reunion-related job (printer, publisher, souvenir vendor, or designer, for example).

Class lists are available from the Alumnae Association, or may be downloaded by class officers through the AASC Web site.

### **2. Matching/Recruitment**

Give specific job descriptions to the classmates volunteering, make sure they understand the commitment, and discuss what the job entails.

If possible, connect the reunion volunteer with someone who has done that job in the past.

Recruit volunteers early in the Reunion cycle; preferably at or immediately following Reunion, while enthusiasm is high.

### **3. Supervision**

Establish a rapport with all volunteers on the team, maintaining an open channel of communication.

Concentrate on giving guidance first, then help as needed.

Do not be afraid to delegate – volunteers need to know they are accomplishing specific tasks.

### **4. Recognition**

Provide adequate support and be sure to thank your classmates for their assistance – both privately and publicly, in class communications, and at Reunion.

*Adapted from: Handbook for Alumni Administration, by Michael Koll, 1989, Macmillian: New York.*

## REUNION PLANNING COMMITTEE

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Involving as many people as possible in reunion planning helps to build enthusiasm. Reunion committee membership provides an excellent opportunity for developing interest in both the class and the general Reunion program.

In addition to the Reunion Chair, the following positions help coordinate Reunion planning efforts:

- ◆ Headquarters Chair
- ◆ Alumnae Parade Chair
- ◆ Friday Class Dinner Chair (may be single "Meal Chair" for both evenings)
- ◆ Saturday Class Dinner Chair (may be single "Meal Chair" for both evenings)
- ◆ Program Chair

Many classes appoint additional chairs to broaden the Reunion team and generate even more interest in Reunion. Other helpful volunteers are:

- ◆ House Reps Chair
- ◆ Mini-Reunion Chair
- ◆ Spouse/Partner/Family Activity Chair
- ◆ Nametag Chair

The Alumnae Association will ask you to complete and name your Reunion committee by mid-September of the year prior to Reunion. Forms for planning each event –equipment, audio-visual needs, and set-ups, as well as parade sign copy – will be sent to each committee chair as appropriate, and will be posted on the AASC Web site. These forms should be completed and returned to the Alumnae Association by the due dates indicated. Sample forms may be found in the appendix of this handbook.

## HEADQUARTERS CHAIR

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Class headquarters serves as a meeting and informational place for classmates. The Headquarter Chair is responsible for setting up the headquarters and staffing it with classmates throughout the weekend. Classmates pick up their nametag and get information on class activities at the Class Headquarters, as well as any gifts from the class (souvenirs), after registering at the Alumnae House. Further details are available in the Class Headquarters section on page 23.

The AASC strongly suggests that the Headquarter Chair be a classmate who lives within driving distance of Northampton, to facilitate pre-Reunion research trips and make the transportation of materials during reunion easier.

**Class headquarters should be open and staffed at all times when the Alumnae Parade and specific class events are not scheduled.**

Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and can be accessed when the Alumnae House is open. You may decide to appoint a display chair to coordinate any sort of exhibit.

An informational sheet is sent to Headquarter Chairs during the winter prior to Reunion, and includes details about what is provided at headquarters, a list of suggested materials to have available, and a list of vendors who can assist in ordering specific supplies. A sample of the **Headquarters Form** is at the end of this handbook.

## ALUMNAE PARADE CHAIR

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The Parade Chair is responsible for the following:

- ◆ Providing the wording for the parade signs to the AASC by the due date indicated on the form
- ◆ Receiving indoor and outdoor parade plans, parade route, and marching order, and announcing these plans at Friday night class dinner
- ◆ Reminding her classmates to dress in white attire (or costumes of the era) on the day of the parade
- ◆ Assisting her class in parade lineup and ensuring that class officers are in the proper places and ready to fall in line to march

### General Parade Sign and Parade Guidelines

- ◆ Parades signs must be submitted to and approved by the AASC. Signs should convey the general class reunion theme and be brief and clever – **generally four lines of approximately four words each (3-6 characters each)** is effective. If you have a saying that is considerably longer, we suggest splitting between two signs to be held side-by-side or consecutively in line. Signs are double-sided.
- ◆ The number of signs should be determined by the estimated number of classmates who will be marching, generally no more than **one sign to every twenty marchers**. *Remember:* the goal is to have a steady line of signs that are easy to read as you march.

- ◆ The plan for delivering and collecting signs, and instructions for forming the parade, will be sent directly to the Parade Chair.
- ◆ The appearance of the parade is greatly enhanced by an unbroken line of white attire. All marchers should wear white shoes, or white with color. It is the duty of the Parade Chair to remind her classmates to dress in white attire. Several members of the class may choose to march at the head of the class dressed in gym uniforms or other attire worn by the class as undergraduates. Alumnae should wear ribbons in their class color, which are distributed at registration at the Alumnae House or are available along the parade route on Saturday morning.
- ◆ Since 1900, classes have had the class colors of purple (changed to blue during World War II), yellow, red, and green. As a symbol of the Ada Comstock Scholars' cross-generational composition, Adas may also wear rainbow-striped ribbons. A list of **Class Colors** appears in the appendix of this handbook.
- ◆ Class ribbons should be worn from the **right shoulder to the left hip**.
- ◆ A sample of the **Parade Sign Form** appears at the end of this handbook.

## **CLASS DINNER CHAIRS OR MEAL CHAIR**

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The Class Dinner Chairs (or Meal Chair, if planning both class dinners) are responsible for planning the evening meal and program, as well as checking in guests as they arrive (to be sure all attendees have paid for their meals).

The Class Dinner Chairs and Reunion Chair jointly select meals for the entire weekend, and all other arrangements for programming, decorations, linens, and other details are then handled by the individual Class Dinner Chairs.

Classes also have a cocktail party (usually limited to an hour) prior to dinner. The AASC coordinates this part of the evening.

In consultation with the Reunion Chair, the Class Dinner Chair(s) or Meal Chair decides on the general format of the dinner program. Program possibilities include a speaker, a discussion led by distinguished classmates, short skits, or a musical program. It is important to remember that the class is likely to be in a festive mood, and a long and serious program may be unappealing to your audience. If you are inviting a speaker who comes from a distance, be sure to plan and budget for accommodations and meals. After-dinner programming should not last longer than one half hour after dessert is cleared, to allow staff to clear and prepare the venue for the next event. If this is the case, the Reunion Chair and Dinner Chair(s) should work with the AASC to find appropriate space for the program.

A **Meal Program Planning Form** will be sent to each Dinner Chair in January. This form should be completed and returned to the Alumnae Association by the deadline indicated. A sample of the form may be found at the end of this handbook.

## **PROGRAM CHAIR**

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In cooperation with the Reunion Chair, the Program Chair oversees and coordinates class program planning for the weekend. Programming can effectively draw on the Reunion theme for the weekend, as demonstrated by the class of 1964 in planning for their 45<sup>th</sup> Reunion in 2009:

“Smith '64 – Real to Reel to Real,” is a word play on movie media and real life: a teaser of how our lives mirror moving pictures – or is the cinema a reflection of our lives? Both happen! It's merely a fun way of exploring where we were in the 60's, how we and the world have evolved over the past 45 years, and where we are today. Reserve your ticket, buy your popcorn, and enjoy the show!”

Programming included “Friday Night at the Movies” (after-dinner discussion groups), their “Saturday Matinee” (a panel discussion of classmates), and the “Saturday Evening Musicale” (an evening of Jazz performed by a classmate). The class also used old movie stills for their parade signs, adding captions that were evocative of their years in Northampton.

## **HOUSE REPRESENTATIVES AND HOUSE REPS CHAIR**

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If possible, house representatives should be recruited at the previous Reunion. House reps begin their jobs during January preceding Reunion.

House reps should be familiar with housemates and willing to contact them, either by telephone or via e-mail or written correspondence, to encourage them to attend Reunion. The Reunion Chair or House Reps Chair sends a list with the names and contact information of each housemate to each house rep (lists of Reunion classes with each classmate's designated senior house are available from the Alumnae Association).

House reps keep in touch with the House Reps Chair or Reunion Chair as they contact housemates, to update them on who has indicated that they expect to attend Reunion. House reps need to be kept informed of class activities, planned Reunion programming, and overall attendance, so they are able to answer classmates' questions and provide them with the most up-to-date information.

Some effective strategies for House Reps (with thanks to the class of 1968):

- ◆ Between October and January prior to Reunion, begin contacting housemates to encourage them to “save the date” and plan to attend Reunion. Review their contact information, and encourage them to update any inaccuracies via the AASC Web site, or note them yourself and forward the updated information to the AASC. This will ensure that they receive Reunion information as soon as it becomes available.
- ◆ The most effective message that encourages classmates to attend Reunion is “we want to see you.” The main reason alumnae cite for attending Reunion is to see friends, regardless of the programming planned.
- ◆ If a classmate indicates she is definitely coming to Reunion, suggest that she call or e-mail her friends to encourage them to attend. This kind of “telephone/e-mail tree” really helps boost attendance at Reunion; many classmates decide to attend Reunion when they learn that their friends are attending.
- ◆ If a classmate isn't sure about coming to Reunion, make a note of whether or not follow-up contacts are in order. Some alumnae respond to a bit of nudging by a classmate to attend

Reunion, while others object to a “hard sell.” Of course, some classmates may have direct conflicts that unfortunately prevent them from attending Reunion.

House reps should encourage classmates who are unable to attend reunion to send in letters, notes, pictures, or other memorabilia for display at Headquarters.

## **MINI-REUNION CHAIR**

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See **Mini-Reunions and Pre-Reunion Parties** on page 28.

## **SPOUSE/PARTNER/FAMILY ACTIVITY CHAIR**

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Similar to the Program chair, many classes assign a classmate (or spouse/partner) to plan an outing or two. This might be a golf outing to a local course, a family activity at one of many great Pioneer Valley attractions, or a scavenger hunt for kids on campus. Visit [www.valleyvisitor.com](http://www.valleyvisitor.com) or [www.mass-vacation.com/westernMass/](http://www.mass-vacation.com/westernMass/) for great ideas and contact information.

## **NAME TAGS AND NAME TAG CHAIR**

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Beginning the week after the early bird deadline (generally early April), the AASC will send via e-mail a weekly registration report to Reunion chairs. This report will include the name, nickname, address, and meals purchased for each registered classmate and her guest(s). Many classes appoint a Name Tag Chair to oversee production of name tags.

### **Classes are responsible for supplying and creating nametags for each classmate and her guest(s).**

In general, nametags include the first name (or nickname) in large print, the full name (including undergraduate name) on the next line, and often, the city and state of current residency. Most also include a colored dot or some other mark to indicate which meals have been purchased. Many classes also include a class schedule on the reverse of the nametag. The AASC will send a meal registration report to each meal site approximately an hour before the meal begins. The Meal Chair and her committee should check the name tag against the list, to verify that each person attending the meal has paid.

## PRELIMINARY REUNION/COMMENCEMENT WEEKEND SCHEDULE

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5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> Reunion classes  
*schedule and locations subject to change*

<b>Thursday</b>	<b><i>The Alumnae House is open 8:30 a.m. to 9 p.m.</i></b>
3 p.m.	Headquarters and houses open for all alumnae – <i>assigned residence houses</i>
3–8 p.m.	Reunion Registration – <i>Alumnae House</i>
4 p.m.	12-Step Recovery Program meeting
6:30 p.m.	All Reunion dinner (cash bar from 5:30 p.m. - 6:30 p.m.) – <i>Smith College Club</i>
<b>Friday</b>	<b><i>The Alumnae House is open 8 a.m. to 11 p.m.</i></b>
8 a.m. – 10 p.m.	Reunion Registration – <i>Alumnae House</i>
9 a.m. – 2:30 p.m.	Alumnae College Lecture Program and Luncheon
10 a.m.	An Open Conversation with President Carol Christ
Noon	All Reunion luncheon
4 p.m.	12-Step Recovery Program meeting
5:30/6:30 p.m.	Reunion Class social hours/dinners – <i>in assigned locations</i>
<b>Saturday</b>	<b><i>The Alumnae House is open 8 a.m. to 11 p.m.</i></b>
8 a.m. – 3 p.m.	Reunion Registration – <i>Alumnae House</i>
8 – 9 a.m.	Breakfast for current and former AASC Directors and Alumnae Trustees – <i>Alumnae House</i>
8:45 a.m. (9:15 start)	Alumnae Parade and Ivy Day Procession – <i>Chapin Drive to The Quadrangle</i> State of the College Address and celebration of alumnae gifts Presenting of Alumnae Association Awards Last Chapel Awards Convocation – <i>Quadrangle (rain site: ITT)</i>
11:30 a.m.	All Reunion Alumnae Multifaith Service of Remembrance – <i>Helen Hills Hills Chapel</i>
Noon – 1 p.m.	Box Lunch – <i>delivered to class meeting locations</i>
1 – 2 p.m.	JYA Reception
1 – 2 p.m.	LGBTQ Reception
1:30 – 2:30 p.m.	President's Reception
2:30 – 3:30 p.m.	Alumnae of Color Reception
2:30 – 3:30 p.m.	Smith Travel Program Reception
4 p.m.	12-Step Recovery Program meeting
5:30/6:30 p.m.	Reunion Class social hours/dinners – <i>in assigned locations</i>
5 p.m.	Roman Catholic Reunion Mass – <i>Helen Hills Hills Chapel</i>
8 p.m.	Commencement Concert
8 – 10 p.m.	Illumination of center campus with live music
<b>Sunday</b>	<b><i>The Alumnae House is open 8 a.m. to 1 p.m.</i></b>
10 a.m.	Commencement Exercises – <i>The Quadrangle</i>
10 a.m.	All Reunion Sunday brunch – <i>Alumnae House</i>
1 p.m.	Residence houses close

**Note:** Breakfast is served in college houses from 7 to 9 a.m. on Friday, Saturday, and Sunday mornings.

## PRELIMINARY ALL REUNION WEEKEND SCHEDULE

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30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, 45<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 70<sup>th</sup>, 75<sup>th</sup>, and 80<sup>th</sup> Reunion classes  
*schedule and locations subject to change*

<b>Thursday</b>	<b><i>The Alumnae House is open 8:30 a.m. to 9 p.m.</i></b>
3 p.m.	Headquarters and houses open for all alumnae – <i>assigned residence houses</i>
3 – 8 p.m.	Reunion Registration – <i>Alumnae House</i>
4 p.m.	12-Step Recovery Program meeting
6:30 p.m.	All Reunion dinner (cash bar from 5:30 p.m. - 6:30 p.m.) – <i>Smith College Club</i>
<b>Friday</b>	<b><i>The Alumnae House is open 8 a.m. to 11 p.m.</i></b>
8 a.m. – 10 p.m.	Reunion Registration – <i>Alumnae House</i>
9 a.m. – 2:30 p.m.	Alumnae College Lecture Program and Luncheon
Noon	All Reunion luncheon
4 p.m.	12-Step Recovery Program meeting
5 & 5:30/ 6 & 6:30 p.m.	Reunion Class social hours/dinners – <i>in assigned locations</i>
<b>Saturday</b>	<b><i>The Alumnae House is open 8 a.m. to 11 p.m.</i></b>
8 a.m. – 3 p.m.	Reunion Registration – <i>Alumnae House</i>
8 – 9 a.m.	Breakfast for current and former AASC Directors and Alumnae Trustees – <i>Alumnae House</i>
8:45 a.m. (9:15 start)	Alumnae Parade – <i>Neilson Drive to Burton Lawn</i> State of the College Address and celebration of alumnae gifts Alumnae Association Annual Meeting Presentation of Alumnae Association Awards – <i>Burton Lawn (rain site: ITT)</i>
11 a.m.	All Reunion Alumnae Multifaith Service of Remembrance – <i>Helen Hills Hills Chapel</i>
Noon – 1 p.m.	Box Lunch – central distribution – <i>Campus Center</i>
1 – 2 p.m.	JYA Reception
1 – 2 p.m.	LGBTQ Reception
2:30 – 3:30 p.m.	Alumnae of Color Reception
2:30 – 3:30 p.m.	Smith Travel Program Reception
3 p.m.	An Open Conversation with President Carol Christ
4 p.m.	Roman Catholic Reunion Mass – <i>Helen Hills Hills Chapel</i>
4 p.m.	12-Step Recovery Program meeting
5 & 5:30/ 6 & 6:30 p.m.	Reunion Class social hours/dinners – <i>in assigned locations</i>
8 – 10 p.m.	Illumination of center campus with live music
<b>Sunday</b>	<b><i>The Alumnae House is open 8 a.m. to 1 p.m.</i></b>
10 a.m.	Sunday brunches (All Reunion and 50 <sup>th</sup> Reunion class) – <i>in assigned locations</i>
1 p.m.	Residence houses close

**Note:** Breakfast is served in college houses from 7 to 9 a.m. on Friday, Saturday, and Sunday mornings.

## GENERAL REUNION PLANNING SCHEDULE

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### Eighteen months prior to Reunion:

In **September**, the Vice President and Reunion co-chair (if one has been appointed) attend volunteer training specifically for Reunion Planning. **Attending this training is one of the most important things a Reunion chair can do, as a great deal of information is provided.**

Classes planning milestone reunions – the 50<sup>th</sup>, 25<sup>th</sup>, and 10<sup>th</sup> – should develop a reunion theme and design a logo as early as possible for use on all correspondence with the class. This will provide a consistent visual identity with which classmates will become familiar as Reunion approaches.

### During the year prior to Reunion:

In **May**, the Reunion Chair attends the Reunion of the class immediately preceding hers, to observe their Reunion program. **Observing the preceding Reunion is very important in helping to determine what will and will not work for your class' Reunion.**

The Class Secretary should continually be updated on Reunion planning activities for inclusion in the *Smith Alumnae Quarterly* "Class Notes" column.

In **August**, Reunion Chairs begin to receive regular correspondence via e-mail from the Alumnae Association to plan for Reunion. You will be asked to provide the names and contact information for your committee chairs by **mid-September**. Space assignments for each class will be made by the AASC and college departments by **late October**.

The Alumnae Association suggests regular correspondence and updates in the Reunion year. To get an early sense of potential attendance, ask classmates to indicate whether they plan to attend Reunion and/or would like to work on a Reunion committee or project. Be sure to post this information on the class Web site, as well.

In the fall, the Alumnae Association sends a Save-the-Date e-mail, and subsequent postcard, to all alumnae in Reunion classes.

In **December**, Reunion menus and meal plans are distributed to Reunion Chairs. Meal selections must be submitted to the Alumnae Association in **early January**.

In **February**, the Alumnae Association sends out the Reunion registration booklet to all alumnae in reunion classes, and to observers. Concurrently, online registration goes 'live.'

In **March**, final requests for HQ and Class Meeting space setups are due to the Alumnae Association.

In **May**, Reunion!

## REUNION PLANNING TIMELINE

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The Alumnae Association will mail a series of letters and e-mails to Reunion Chairs and Co-Chairs, as well as other Reunion Committee members when applicable, between August preceding Reunion and Reunion. Each mailing will contain information to help your class plan for Reunion. Some will also include forms prompting you to make specific decisions and reminding you of deadlines. All letters and forms will also be posted on the AASC Web site under **Volunteer/Class Volunteer Resources/Reunion Planning**.

If you have any questions, or if you need additional information, please contact the Assistant Director for Reunions and Classes at 800 526.2023, option 4.

Action Needed	Due date
Submit <b>Reunion Committee Form</b> ( <i>sample on page 50</i> ) <ul style="list-style-type: none"> <li>• Including Reunion theme</li> <li>• Including Class registration fee (<i>worksheet on page 39</i>)</li> </ul>	mid September
AASC sends save-the-date e-mail and postcard	Fall before Reunion
Reunion e-newsletter to class (Class President)	Fall before Reunion
Submit <b>Per Meal Price Calculation Form</b> ( <i>sample on page 52</i> ) (includes meal selections)	early January
Send e-newsletter/reminder to class (Class President)	January/February
Submit <b>Parade Sign Form</b> ( <i>sample on page 55</i> )	mid February
House reps contact housemates to encourage them to attend Reunion	January – March
Submit <b>Meal Activities Planning Form</b> for each meal (Meal Chairs) ( <i>sample on page 56</i> )	mid February
Submit <b>Class Directory Request Form</b> ( <i>optional; sample on page 54</i> )	March 15
Send e-newsletter/reminder to class (Class President)	March/April
Submit <b>Class Meeting and Program Planning Form</b> ( <i>sample on page 57</i> )	early March
Invitation to <b>Observers</b> for Friday Dinner	mid March
Submit <b>Headquarters Planning Form</b> (HQ Chair) ( <i>sample on page 58</i> )	early April
Post-Reunion: Submit <b>Class Slate</b> ( <i>sample on page 59</i> )	at Reunion or by June 1
Submit <b>Reunion Report</b> ( <i>guidelines on page 30</i> )	July 31
Remind Treasurer to submit <b>Reunion Financial Report</b> ( <i>sample on page 60</i> )	July 31

## REUNION MEAL PLANNING

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Due to the number of events held on campus during Reunion, the AASC contracts with fine local caterers to supplement the service provided by Smith College Dining Services. In general, meals held in college houses and dining facilities are catered by Dining Services, while caterers provide meals held at other venues. While menus will be sent to Reunion Chairs only, Reunion Chairs and Dinner/Meal Chairs are responsible for selecting all menus collaboratively.

### Caterers

Reunion Chairs will be notified of the local caterer when the **Meal Planning Guide** is mailed in December. This guide will contain comparable menus from Dining Services and the contracted caterers. These caterers will also have staff available to serve wine with dinner and will carry the liability associated with this service.

Dining room seating may be limited to a certain capacity due to fire safety codes, and last-minute changes in space may be necessary, depending on the final numbers expected for the meal. The Alumnae Association and Dining Services will notify the Reunion Chair(s) immediately if a change in meal venue is imminent. Please note that the AASC may not be able to accommodate last minute meal purchases in these instances.

**IMPORTANT NOTE:** Since your class will be charged for each meal served, it is important to be sure that everyone who is present at a meal has *paid* for a meal. **It is the responsibility of the dinner/meal chair to check that all alumnae and guests have paid. The AASC collects all class registration and meal fees, and the cost of any meals served that have not been paid for will be withheld from the class registration fees.** The Alumnae Association will provide each Reunion Chair with a list of those pre-registered for each meal. Beginning the week following the March early-bird deadline, lists will be sent to the Reunion Chair via e-mail every week. The Reunion Chair is responsible for distributing these lists to her meal chairs.

It is very important that some method be used to verify meal purchase. The AASC suggests one of the following methods:

- ♦ A colored dot or other mark on the nametag for each meal that has been pre-paid; for example, Friday dinner is designated by a blue dot, Saturday dinner is designated by a red dot, and so on.
- ♦ A "meal ticket" for each meal may be inserted in the same protective cover containing the nametag.
- ♦ Reunion Chairs and meal chairs may enlist the help of classmates or student ambassadors to check names against the list of those pre-registered for the meal.

Meal lists will be delivered to each meal site within one hour of the beginning of the meal; meal chairs should look for these lists at the meal check-in desk.

### ***Important!***

A \$5 per-meal surcharge is added to all meals ordered after the early-bird deadline. Please encourage classmates to register early to avoid paying the surcharge and to ensure the most accurate number of reservations possible. This will make the meal chairs job **much** easier.

**Centerpieces:** Please make arrangements for disbursal of arrangements after the final class meal; many classes raffle or give them to local classmates. You may also deliver them to a local nursing home (after making arrangements in advance).

## REUNION MEALS

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### **Thursday All Reunion Dinner**

Dinner is available in a central location on Thursday of both weekends for all reunion attendees. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form.

### **Friday All Reunion Lunch**

Lunch is available in a central location on Friday of both weekends for all reunion attendees. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form. **This meal is separate from the Alumnae College luncheon.**

### **Friday Dinner**

Space as assigned. The AASC, working with the Reunion Chair and Meal Chair, handles the arrangements for this meal. The class is responsible for choosing the menu and planning the program. Alumnae will have the option of registering for this meal on their Reunion registration form.

### **Saturday Box Lunch**

Central Distribution. Most classes take their box lunches to their assigned class meeting location. Alumnae will have the option of registering for this meal on their Reunion registration form.

### **Saturday Dinner**

Space as assigned. The AASC, working with the Reunion Chair and Meal Chair, handles the arrangements for this meal. The class is responsible for choosing the menu and planning the program. Alumnae will have the option of registering for this meal on their Reunion registration form.

### **Sunday Brunch**

Beginning with Reunion 2010, an All Reunion brunch will be offered in a central location on each Reunion weekend, and a separate brunch for the 50<sup>th</sup> Reunion class. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form.

**Breakfast is available for registered alumnae and guests staying in assigned college houses on Friday, Saturday and Sunday morning of both Reunion weekends.**

## SMITH COLLEGE ALCOHOL SERVING POLICY

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Smith College Dining Services holds the liquor license for Smith College and caterers are licensed to serve alcohol on campus; both carry liability insurance for this service. Under Massachusetts State liquor laws, these two groups are the only entities authorized to serve and sell alcohol on campus. When you order wine or cocktails with any meal served by Smith College Dining Services or a caterer, it will be included in the price of the meal.

Please be aware that the liquor laws in Massachusetts are stringent and the liability issues are broad – be careful in all situations where alcohol is present. If your class provides any sort of beverage containing alcohol in your class headquarters, and someone has an accident or incident as a result of consuming beverages provided at class headquarters, the provider of the alcohol is liable. If you, as Reunion Chair, purchased the alcohol, you could be held liable for any damages or injury under Massachusetts State law.

## REUNION HOUSING

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Please remember, and remind classmates, that Reunion housing is not equivalent to that of a hotel or motel.

### **Student residences HAVE:**

- ♦ Stairs
- ♦ Rooms that may be warm or cool, depending on unpredictable May weather in New England
- ♦ Community bathrooms (please remind classmates to bring flip-flops or slippers for going to and from the bathroom/shower)
- ♦ Noise (depending upon other residents in the house)
- ♦ Access to local and 800 numbers from phones in all residence houses, allowing Reunion attendees to place calling card and pre-paid card calls easily
- ♦ Some have elevators (Lamont, Chase, Duckett, Comstock, Wilder, King and Scales Houses)

### **Student residences DO NOT have:**

- ♦ Air conditioning or fans
- ♦ Many do not have elevators (exceptions are listed above)
- ♦ Bedside reading lamps
- ♦ Televisions/radios
- ♦ Clocks/clock radios
- ♦ Extra blankets or quilts

### **PLEASE NOTE:**

The College does not give out keys to individual rooms or to residences. Please encourage classmates to leave valuables at home.

Student workers are assigned to overnight watch in all residences where alumnae are guests.

Classes returning during Commencement weekend are reminded that they may be sharing a house with graduating seniors who are celebrating the completion of their degree and are very excited about becoming alumnae. Houses are often the site of festivities and late-night revelry.

## GUESTS AT REUNION

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### Class Guests

Guests are accommodated in the student residences whenever possible. No special restroom arrangements are made for male guests. The AASC will try to accommodate all families and/or male guests on the same floor or in the same area to facilitate sharing of the bathrooms.

The class may choose to organize a spouse or children's program. Generally, all athletic facilities are available for use by alumnae and their guests during Reunion.

Guests generally **do not** pay the class registration fee.

### Observers

Reunion Chairs are invited to observe the reunion class that directly precedes theirs. You will observe the class ahead of yours, and the Reunion Chair for the class after yours will observe your Reunion. Prior to Reunion, the Alumnae Association will notify Reunion Chairs who from the class following theirs will be observing at Reunion, and will provide contact information.

As is tradition, the Reunion Chair of the hosting class should invite the observer to all of your class activities and she should be a guest of the class for the Friday evening class dinner. The observer's class is responsible for paying travel, all other meal fees, and the AASC registration fee, and the accommodation expenses associated with returning to Northampton and observing Reunion. The current reunion class is responsible for paying for the observer's Friday evening dinner and, as such, this expense should be included in the Reunion budget. Observers do not pay the class registration fee for the class they are observing. **The Reunion Chair should register the observer as her guest for Friday dinner.** If the class observing sends more than one observer, the class being observed can offer to pay for one additional observer's meal, if the class treasury allows.

Please remember to have nametags, schedules, and specific class information available for these observers.

Space permitting, observers are housed with the class they are observing.

### Faculty Guests

The Reunion chairs or her designee is responsible for contacting and inviting faculty to speak to their class. Professors or deans may be invited to class dinners and receptions. Suggestions for faculty invitees should be solicited e-communications during the fall preceding Reunion, and should be followed by an invitation to the appropriate faculty members at least four months prior to Reunion.

The **Faculty Speaker Program** list appears on the AASC Web site, under **Connect/Speakers** on the menu bar.

The class is responsible for paying for the meals of all invited guests, and provisions for such should be made in the reunion budget. **The Reunion Chair should register any faculty speaker or other guest as her guest.**

## CAMPUS SPACE

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Campus space for housing, meals, panel discussions, and other class events will be assigned by the AASC and college departments in **October**. Reunion chairs should contact the Assistant Director for Reunions and Classes in the AASC to discuss the types of events being planned for the class, so the most appropriate spaces can be assigned. The technical support that will be required and general space set-up will then be described on the **Meal Activities Planning Form**. Examples of this form can be found on page 56 of this book.

If your class is planning a panel discussion with theater-style seating, it will be assigned an auditorium. Similarly, a house dining room (which has round tables and chairs) may be assigned for small, group breakout sessions. Please refer to the **Reunion Event Spaces** table on pages 44 and 45 of this book for information about spaces on campus. Please consult with the AASC regarding any special set-up needs for your event (i.e. can the room be darkened if necessary; is there space for a head table; will microphones or a podium be needed). If a video presentation is planned (film, video, PowerPoint), copies must be sent at least **four weeks** prior to Reunion, for testing with college equipment.

**No events may be scheduled in student residence living rooms or public spaces during Reunion/Commencement weekend.**

**Important Campus Center note:** Helium balloons are not permitted, as they may interfere with the fired detection system.

### Equipment

Smith College can generally provide any equipment needed for class programs. If not, the appendix of this handbook contains a list of vendors from which goods and services for your class events may be rented or purchased. Vendors on this list have worked with the Alumnae Association and Smith classes and are generally aware of the needs of the Reunion program. It is the responsibility of the class to contract with each vendor. To protect yourself and your class, be sure to get a clear contract that details the rental price, the conditions under which the material will be delivered and picked up, and any other particulars that are important for your function.

### Audio-Visual Equipment

Smith College Educational Technology Services (ETS; formerly Media Services) supplies audio-visual equipment to classes for various reunion events. ETS will also record an event on video or audiotape an event for a fee. Audio-visual equipment that is available for use at class events includes:

- ◆ Portable compact disc or cassette players
- ◆ Digital projectors (for computer or video)/PC or Mac laptop
- ◆ Slide projectors/transparency (overhead) projectors/carousels/screens
- ◆ DVD players/monitors
- ◆ VCRs/monitors
- ◆ Free-standing and podium microphones

All equipment must be requested and time for set up will be scheduled prior to the event. Be clear on the **Meal Activities Planning Form** where equipment should be set up and if you need someone to operate it. The AASC will notify ETS of requests received from classes. **Requests for AV equipment and/or support MUST be received no less than four weeks prior to Reunion.** Be sure to include any rental expenses in your Reunion budget.

## CLASS HEADQUARTERS

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Class Headquarters are in assigned houses.

Some suggestions for class headquarters are as follows:

- ♦ decorate with class colors and mascot
- ♦ display exhibits of published works, personal pictures, artwork, hobbies, handicrafts, or items of interest\*
- ♦ provide flip charts to write personal notes, ride requests, post business cards, etc.
- ♦ use bulletin boards to post a detailed schedule of college and class events
- ♦ post pictures from class parties, mini reunions, family pictures, cards, cartoons
- ♦ have an exhibit of class/reunion yearbooks and class books, scrapbooks and memorabilia from past Reunions
- ♦ provide/serve refreshments (the college provides a cooler with ice for headquarters; all other refreshments are the responsibility of the class and cannot be requested from college Dining Services)
- ♦ use flowers and plants to make a bright addition

\* **Please note:** *alumnae are responsible for transporting or shipping to Northampton anything for display. The AASC does not cover shipping and does not provide insurance. It is also important to note that classrooms and house living rooms are **not** formal gallery space and must be used as-is.*

Ideas for class headquarters (*with thanks to the class of 1967*):

- ♦ A giant crossword puzzle of Smith factoids on an erasable white board
- ♦ A timeline of national/international events that occurred during the years your class was on campus
- ♦ A class trivia contest on a white board
- ♦ A show of snapshots from prior Reunions
- ♦ Encourage classmates to tour the campus in small groups by providing a hand-out with a campus map with new things to see such as the Campus Center, the Japanese Garden on the pond edge, the new Olin Fitness Center, the Museum of Art and its bathrooms (!), or the Botanic Gardens and Conservatory
- ♦ Provide student ambassadors with buttons that say "Ask me what I think about Praxis internships" or "Ask me what I think about Northampton."

Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and can be accessed when the Alumnae House is open (M–F, 8:30 a.m. to 4 p.m.). You may decide to appoint a display chair to coordinate any sort of exhibit.

On Sunday, the class headquarters must be dismantled, and any items to be returned to the class locker must be boxed and clearly marked (**no more than 2 large boxes**). Facilities Management will transport these materials back to the Alumnae House. Any material to be donated by your class to the College Archives must also be clearly marked and boxed separately.

The Headquarter Chairs will receive a mailing during the winter prior to Reunion, which includes details about what is provided at headquarters, a list of suggested materials to have available, and a list of vendors who can assist in ordering specific supplies. A sample of the **Headquarters Form** is at the back of this handbook.

## **GUIDELINES FOR DONATING MATERIALS TO ARCHIVES**

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The College Archives seeks to collect materials that supplement the official records of the college. They specifically seek materials that are pieces of your story on campus. To this end, they welcome the following types of materials that document your undergraduate days:

- Diaries or journals
- Correspondence home
- Scrapbooks
- Examination Questions (selected)
- Syllabi
- Notes taken in classes (selected)
- Photographs
- Films and audio tapes

For most classes, they have records documenting various class activities including:

- Commencement
- Ivy Day
- Junior Prom
- Senior Prom
- Sophomore Carnival
- Freshman Frolic/Day
- Mountain Day
- Reunions
- Senior Dramatics

The College Archives is always seeking additional information about the events that formed your Smith experience, including but not limited to: academics, the arts (dance, dramatics, music), athletics, activism, your spiritual, political and house life. They also have individual biographical files on many alumnae, as well as other materials that provide a broad picture of life on the Smith College campus.

If you or your class are interested in donating materials to the College Archives, please contact Nanci Young, College Archivist ([nyoung@smith.edu](mailto:nyoung@smith.edu)) or Debbie Richards, Archives Specialist ([drichard@smith.edu](mailto:drichard@smith.edu)) at the Smith College Archives, Smith College, Northampton, Massachusetts 01063 or call (413) 585-2970.

## **SMITH COLLEGE ARCHIVES**

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The Smith College Archives has as its mission the acquisition, preservation, and access to materials of value which document the college's administrative, academic, and social life. The Archives houses the official records of the college, including its publications. In addition, the College Archives collect materials from alumnae relating to their undergraduate years at the College.

## **PROGRAMS AND ENTERTAINMENT DURING OR AFTER DINNER**

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If you would like to plan an after dinner program, please keep the following in mind:

**After-dinner programs must be one half-hour or less**

**OR**

**Your class must move to a different area for the program.**

**Please note:** when after dinner programs held in the dining room are more than a half hour in length, catering staff must wait until the program is complete to resume their work. Catering staff must reset dining rooms for the next day, and late programs expend significant time, energy and overtime for college and catering staff.

Having a program during a meal poses several logistical issues. Coordination with the caterer to carefully plan the food service and the program is critical. For example, if you choose to have a guest speaker at your dinner, you should consider the following:

- ◆ Do you need a table with reserved seating for your speaker and selected classmates?
- ◆ When is the best time for the speaker to give the presentation? Over dessert? During the meal?
- ◆ Are there events following the meal that people will want to attend? If so, how long should the speaker's presentation be?
- ◆ What will work for the catering staff? They need to be informed as to when the speaker will begin, if they should continue to serve during the presentation, or if they should clear the tables prior to the presentation.

Serving large dinners in an effective and efficient manner is a challenging task. There is a tendency when planning Reunion activities to "over plan" the meals. When activities are planned during a meal – a speaker, presentation, or singing group, for example – please review these activities with the on-site staff, to ensure an enjoyable meal and program.

The president of Smith College visits briefly with each class during Reunion.

### **PROGRAM IDEAS**

Some possible class programs, based on those planned by previous classes, are listed below. **The AASC asks that no class programming be scheduled during the Friday Alumnae College program, between 9 a.m. and 2:30 p.m.**

**Performance or presentation** by classmates who are singers, authors, musicians, dancers, actresses, artists, photographers, etc. Faculty groups may also be asked to perform. Be sure to invite them early!

**A talk by a faculty speaker or a classmate** on a topic that ties to your class' Reunion theme, or is of particular contemporary or historical social interest.

Presentation of **class survey results**.

## CLASS MEETINGS

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At some point during Reunion weekend, a class meeting must be held. Most classes have this meeting during or immediately after the box lunch on Saturday, but you may have it at another time if this works better with your class schedule. Please notify the Alumnae Association when you will hold your class meeting using the **Class Meeting and Program Planning Form** that will be sent to the Reunion Chair during the winter preceding Reunion.

Your class meeting is a time to:

- ♦ elect a new slate of officers
- ♦ propose and enact changes to your class bylaws
- ♦ recognize individuals who have volunteered for the class in the past five years
- ♦ recruit house reps for your next Reunion

The Class President presides over the class meeting. The general format is:

1. Call to order
2. Roll call of members present to ensure that there is a quorum, which is 5% of the active class (the AASC can provide this number). The roll call may be waived if a visual inspection shows there is a quorum.
3. Reading of minutes of last meeting (can be waived)
4. Officer reports
5. Committee reports
6. Special orders - important business previously designated for consideration at this meeting (election of new class officers, recognition of reunion volunteers, etc.)
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

### Sample situations requiring bylaw amendments:

- ♦ If your class wishes to make changes to its cabinet, such as Co-Presidents or Co-Vice Presidents, the bylaws must allow for it. An amendment to the bylaws must be voted upon.
- ♦ If your would like to be able to vote **by mail or online** as well as every five years at a class meeting, the bylaws must be amended.
- ♦ If your class would like to change from a single slate to a double slate, or from a double slate to a single slate, the bylaws must be amended.

## REUNION AWARDS

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The Alumnae Association bases Reunion attendance figures for each class on the number of alumnae who pre-register with the Alumnae Association combined with the number of walk-in registrations received by 9 pm on Friday prior to the Alumnae Parade.

Alumnae staying off campus are urged to register with the Alumnae Association or with their class for purposes of historical accuracy and records.

**Please note: classes will not receive attendance credit for an alumna who does not register with the Alumnae Association.**

Smith Fund class gift awards are based on gifts received by 10 pm on Friday prior to the Alumnae Parade.

### Reunion Awards

The **Alumnae Association** presents the following awards during the Saturday morning festivities:

- ♦ To the class with the highest percentage of class members attending reunion
- ♦ To the class with the highest number of class members attending reunion

The **Smith Fund** presents the following awards during the Saturday morning festivities:

- ♦ To the class with a record-breaking one-year comprehensive total (dollar and/or participation)
- ♦ To the class with the largest five-year comprehensive total
- ♦ To the non-reunion class with the largest increase in numbers of donors
- ♦ To the class with the largest number of Smith "Stars" (consistent five year donors)

**Planned Giving & Bequests** presents the following awards during the Saturday morning festivities:

- ♦ To the class with the highest percentage of Grécourt Society members.

## ENCOURAGE CLASSMATES TO ATTEND REUNION

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- Communicate frequently with classmates, especially during the year prior to Reunion, and utilize class communications highlight Reunion plans and reminisce about your years at Smith.
- Create a class Web site – refer to “Site Guidelines” on the AASC Web site (<http://alumnae.smith.edu/volunteer/guidelines.php>) and/or create a social networking site (i.e. Facebook).
- Mini-reunions and pre-reunion parties offer the chance for classmates to come together and build excitement for the reunion weekend. See further details on page 29.
- Sell your Reunion program! On the class Web site, in e-communications, and in conversations with classmates, talk about seeing old friends, checking out the exciting changes on campus, participating in Alumnae College, enjoying Illumination, class dinners, visiting downtown Northampton, and so much more.
- Publish teasers: List ten reasons to come to Reunion, celebrating each; list five reasons people don't come to Reunion – and then debunk each in a humorous way; or ask interesting trivia questions, with answers available at Reunion.
- Publicize the names of classmates who are attending.
- Personal contact is crucial. Keep a record of news from classmates and create a poster or display of letters, pictures, and updates for your Reunion headquarters. Keep in mind that the main reason many alumnae attend Reunion is to see their friends.
- Encourage classmates to register early – online registration is quick, secure and easy. Last-minute registrations complicate even the best plans.
- The **Class Notes** section of the *Quarterly* provides an opportunity for classmates to keep in touch and hear about classmates with whom they may wish to connect at Reunion.
- Create a “personals” area for the class Web site and have classmates leave messages for one another.
- Share information with your classmates about the attendance prizes for Reunion.
- Keep in touch with your House Reps. Make sure they have the information they need to answer classmates' questions about Reunion and keep you informed of classmates who have indicated they are attending.
- Consider adding a mini-questionnaire to your class Web site a year before Reunion, to help with overall Reunion planning (*with thanks to the class of 1995*):

Please answer the following questions:

Food preferences (all meals will have a vegetarian alternative): \_\_\_\_\_

Would you prefer the Friday Class dinner to be  casual or  formal?

Would you prefer the Saturday Class dinner to be  casual or  formal?

Are you bringing  spouse/partner and/or  children with you?

In which of the following class activities would you be interested in participating (check all that apply)?

Pub crawl/meet for drinks downtown

Sports bar

Karaoke

Bowling

Hiking/Nature walk

Alumnae College classes and luncheon

Other

Suggestions for Reunion theme: \_\_\_\_\_

## MINI-REUNIONS & PRE-REUNION PARTIES

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Mini Reunions and Pre-Reunion Parties are a great opportunity for classmates to come together in anticipation of Reunion in Northampton, visiting with longtime friends and building relationships with new friends. Strive to do something that classmates couldn't do on their own, if possible. These events help to build excitement and enthusiasm for Reunion events in May. Many classes appoint a Mini-Reunion chair to coordinate and publicize gatherings.

Some suggestions for mini-reunions:

- ♦ Mini-reunions in major metro areas might involve a theater or museum outing, gathering at a restaurant or lounge, or having a pot-luck at a classmate's home.
- ♦ A class birthday party
- ♦ A picnic or potluck for classmates and their families
- ♦ A weekend at a classmate's coastal or summer home
- ♦ Special event mini-reunions might include a Tanglewood gathering; a one-day cruise in Boston or New York harbor; or a sightseeing trip to a major city, such as Washington DC, New York City, or San Francisco.
- ♦ Outdoor event: sailing, whitewater rafting, skiing, bird watching, vineyard tour

Below is a checklist for the mini-reunion:

- ♦ Reunion Chairs and other officers should be part of the initial conversations about individuals' willingness to host an event. These events are usually supported by the class treasury, though many classmates generously offer to host the location or the event itself. Several classmates may want to host separate events simultaneously or at different times of the year in various regional locations.
- ♦ Decide the preliminary date/time and location of the event, being sensitive to it being either an alumnae-only event; alumnae with spouses or partners; or including members from your class or other classes, children, etc. If you will co-host and event with other classes, be sure to work closely with officers from those particular classes.
- ♦ Scale the event to the number of individuals that you hope will attend and also the type of event (formal or informal) you would like, based on the season, indoors or out, and budget.
- ♦ Ask class officers to review a draft of the invitation.
- ♦ A list of proposed attendees can be pulled together from class lists. Class lists sorted by geographic areas can be obtained via Volunteer Connection (by class officers only) on the AASC Web site or by calling the Alumnae Association. Review the list with the class officers.
- ♦ If requesting labels from the AASC, be sure to do so at least five weeks before you need them or obtain them on the Web site, and send invitations to be received four weeks before the event with RSVP information.
- ♦ Take pictures and post them on your classes Web site, send them to the *Smith Alumnae Quarterly*, and/or bring them to Reunion. Have a guestbook to get updated addresses and news for the SAQ.
- ♦ Mini-Reunions should be self-supporting. The treasury should be able to cover the cost of printing and mailing invitations.

## POST-REUNION WRAP-UP

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After paying all catering bills, the AASC sends class registration fee disbursements, less any fees owed, to class treasurers. Disbursements are mailed approximately three weeks after All Reunion weekend.

The AASC asks classes to provide samples of class souvenirs (souvenirs) and any other class materials, such as class books or directories, song books, or other print materials as examples for classes who follow yours. Please send samples to the Assistant Director for Reunions and Classes.

Following Reunion, the Vice President/Reunion Chair should complete the following tasks by the dates indicated below.

- Submit Class slate.** Be sure the class slate has been submitted to the AASC, preferably prior to or during Reunion, but no later than June 1, so that new officers who must receive information about their new job can be coded in the AASC database.
- Submit Reunion Financial Report** (sample on page 60). Work with your class treasurer to close the books on Reunion and be sure the Treasurer submits both the **Annual Financial Report** and the **Reunion Financial Report** to the AASC by July 31.
- Organize files.** Prepare, and turn records over to the incoming Vice President/Reunion Chair by July 31.
- Submit a Reunion Report.** This should be sent to the AASC, your successor, and the Vice President/Reunion Chair of the class following yours. Please see the suggested guidelines below for writing the report. Your report should be submitted by July 31.
- Send memorabilia to Archives.** Smith College Archives is eager to receive copies of class Reunion photos, print materials, and other memorabilia for the Archives. Please note that once catalogued in the Archives, the materials cannot be retrieved for use during a future Reunion, though copies can easily be requested.

## REUNION REPORT

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This report should be a synopsis of your Reunion planning experience, from the time you were elected to Reunion. Consider the following questions and planning areas as you prepare your report:

- What did and didn't work in your Reunion planning process
- What advice would have been helpful to have received at the beginning of your term, from both your predecessor and the AASC
- Any suggestions for future Reunions
- Areas to reflect upon:
  - Assembling a Reunion committee
  - Setting your class registration fee
  - Meals
  - Headquarters
  - Class programming
  - Parade
  - Class meeting
  - E-communications and/or newsletters
  - Print publications (class book or directory)
  - College programming and services
  - Any other areas about which you'd like to provide thoughts

## CLASS COMMUNICATIONS

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Like most colleges and universities, Smith is placing more emphasis on electronic communications. Communicating via e-mail or the Web is a fast, economical way to provide good, important information and to engage alumnae in the life of the college.

The Alumnae Association of Smith College encourages classes to join Smith in this important effort. We are committed to moving away from print newsletters, and in that effort are realigning services to focus on electronic communications. We understand that for some alumnae, assistance with print newsletters was a valuable service. We have found, however, that a large number of classes have already moved away from print communications and are reaching out via e-mail, the Web, and various social networking sites.

We think this is extremely exciting and want to assist in any way we can. To that end, here are some simple suggestions for building an effective e-communications program for your class.

**Designate someone in your class to coordinate communications.** Ideally, that person should have Web-related experience.

**Collect e-mail addresses.** The more good e-mail addresses Smith has, the more effective your communications will be. Encourage classmates to send updated addresses to the AASC, and reach out to alumnae who haven't shared their e-mail addresses with us. Anyone can send e-mail addresses (along with the person's name and class year) to [alumnaerecords@smith.edu](mailto:alumnaerecords@smith.edu). Don't forget to share with us any updates you receive, and include an e-mail update request in all your correspondence.

If your class hasn't already done so, **create a vibrant and robust Web site** that can accommodate news and information about your class and the college. To utilize Web site templates that the association has created, contact Mike Yargeau, Web and systems specialist, at [myargeau@smith.edu](mailto:myargeau@smith.edu) or 413-585-2062. Go to <http://alumnae.smith.edu>, and select "Connect/Class Web sites" to view examples of effective class Web sites that use the AASC Web site templates. As of September 2009, the classes of 1967, 1969, 1982 and 1991 are using AASC templates. If your Web site is hosted on a separate server, send your Web site link to the AASC so we can include it in our Class Web sites list.

We strongly suggest that the class **develop a theme and a graphic identity** for their Reunion correspondence as early as possible. Classes may design a modified version of the logo they use during non-Reunion years to reflect the class's Reunion theme, or create a new logo or graphic identity just for the Reunion year. In many instances there is a classmate who has experience in graphic design, and may be willing to donate her time and talent to develop a logo or design for the class. In the absence of a graphic artist among your classmates, another good resource for design is what you see in your own e-mail inbox or mailbox. If you receive e-newsletters, stationery, invitations, or flyers whose design you find interesting and appealing, call the company or organization and find out who does their design work.

Design and printing of class stationery for use by Smith Fund volunteers should be coordinated with The Smith Fund.

**Keep your site fresh.** Try to update it regularly with class news, news from Smith, Reunion plans, or even audio and video. Many classes use their Web sites very effectively during the year leading up to Reunion, sharing lists of who is registered, plans for the weekend, and requests for volunteers.

**Push your news.** Once a month or once a quarter (or whenever appropriate), collect your news in an e-mail message and send it to classmates. As a class officer, you can create and send your own broadcast e-mail using our online tools (go to <http://alumnae.smith.edu>, move your mouse to the Volunteer heading, and click on Volunteer Connection.) If you prefer that the AASC send your broadcast e-mail for you, contact Megan Gallagher at [mgallagh@smith.edu](mailto:mgallagh@smith.edu) or 413-585-2042. Include a link to your main Web site in all correspondence. This is a great way to alert classmates to important news as well as to drive traffic to your own class Web site.

There are a number of **Smith sites and communications** vehicles already in place and updated regularly from which you can draw news and information to cut, paste, and share with classmates. Here's a list:

Alumnae Association of Smith College: <http://alumnae.smith.edu>

Smith College: [www.smith.edu](http://www.smith.edu)

Smith College President Carol Christ: [www.smith.edu/president](http://www.smith.edu/president)

*Smith Alumnae Quarterly* online: [www.saqonline.smith.edu](http://www.saqonline.smith.edu)

Notes from Paradise e-newsletter: <http://alumnae.smith.edu/enews/archive.php>

Alumnae Association Facebook page: <http://www.facebook.com/smithcollegealum?ref=ts>

### **AASC Resources**

- If you remain committed to sending a print newsletter, you may work with a designer/print shop of your choosing or contact Paradise Copies in Northampton ([paradise@paradisecopies.com](mailto:paradise@paradisecopies.com) or 413-585-0414). Please remember to send seven copies of each mailing to the AASC.
- For mailing labels/data, please contact Peg Bielunis at [pbieluni@smith.edu](mailto:pbieluni@smith.edu) or 413-585-2040.
- If your class is 60 years or more post-graduation, and would like assistance with a newsletter, please contact Joy Williamson at [bjwillia@smith.edu](mailto:bjwillia@smith.edu) or 413-585-2079.

Good communication is key to creating informed and effective ambassadors for Smith, as all alumnae are. Your efforts in spreading the word about Smith, the Alumnae Association, and your own class are much appreciated.

## COMMUNICATIONS SCHEDULE

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### **Summer Prior to Reunion**

The Class President, in consultation with the Reunion Chair and Smith Fund volunteers, and in consultation with the class Web chair, should determine the format and contents of class communications, taking into account timing, logo, theme and design. If you decide to continue with print newsletters, the production method should be chosen and cost estimates established for budget purposes.

### **September-November**

**The AASC sends a Save the Date e-mail and subsequent postcard to all active alumnae in reuning classes and observers during the fall prior to Reunion.**

The class e-newsletter sent the fall before Reunion should include dates of Reunion, the theme, names, addresses, phone numbers, and e-mail addresses of all committee chairs, including the Nominating Committee Chair, and a preliminary schedule of events. If a questionnaire is to be returned for a Reunion Class Book, it should be included with this communication. If a questionnaire is to be reported on at a class Reunion event, it may also be included in this communication. A return e-mail or postcard may be requested or included, asking if the recipient plans to attend, wishes to work on a committee, and/or has a nomination for new class officers.

### **January/February**

**MANDATORY** class communication This message should contain a preliminary schedule of events planned by both the AASC and your class, a list of class members who are planning to attend, and a reminder of things to pack (radio, clock, a white outfit for the parade). Deadlines should be clearly specified.

### **February**

The Alumnae Association mails the **Reunion Registration Booklet** to all active alumnae in Reunion classes. This mailing includes detailed Reunion information, a preliminary schedule of events for both Reunion weekends, a class-specific registration form, and a return envelope (addressed to the Alumnae Association).

Registration materials are also sent to observers at this time.

The **AASC Reunion Resources Web page and online registration** also goes live at this time, containing much web-only content and links (family activities, travel information, ride-sharing, and detailed Alumnae College class descriptions) and is updated frequently with Reunion information, developing plans, and a list of who's registered for Reunion. Classmates should be encouraged to register online and visit this Web page frequently.

### **March**

Optional class correspondence. This communication should include more detailed Reunion plans. You may want to include a list by state of those planning to attend Reunion, to assist in travel arrangements; or by house, to encourage others to attend. Requests for items to display at Class Headquarters, business cards to be displayed for networking purposes, and letters/photos from those who cannot attend should also be included.

**Be sure to post all information from print newsletters and mailings on your class Web site.**

## REUNION CLASS BOOK & DIRECTORY

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The Executive Committee of the class should decide well in advance of Reunion whether or not to publish a class book. The class Reunion book is an **expensive** undertaking both in terms of money and time for the class. Class books are generally published for milestone Reunions, such as the 25<sup>th</sup> and 50<sup>th</sup>, serving as a remembrance for classmates and to generate enthusiasm, often translating into a decision the attend Reunion.

An editor and several assistants should be chosen at least two years prior to Reunion. They should be selected on the basis of ability, interest, and time. Editorial experience is a great help.

Budget carefully and plan years ahead; decide after the 40<sup>th</sup> Reunion, for example, that a class book will be produced for the 50<sup>th</sup> to allow for adequate accumulation of funds in the class treasury.

Select a printer and decide on style, layout, pictures, and costs. The Alumnae Association has samples from many classes, to review for ideas of layout and design. Investigate cost-effective printing and binding options – many small copy shops can produce a fine book at a fraction of the cost of a commercial printer.

The editors should plan a questionnaire and form that will be mailed to the class no later than the summer before Reunion. Include a return envelope that has a place for each member to order a book in advance, if the cost of the book will not be included in the class registration fee. Remember to include postal charges for books that will be mailed rather than picked up at Reunion. Post the questionnaire and form on the class Web site, providing a way for the information to be submitted via e-mail to the class book editor. Encourage classmates to submit information electronically, whenever possible, to save data entry time.

The class should plan a follow-up postcard mailing to encourage those who have not returned the questionnaire and form to do so.

Arrange for distribution of the class book to those who return to campus for Reunion. The class should also make arrangements for taking orders and for mailing copies following Reunion.

### **Guidelines for Gathering Information**

The organizers/editors should be very clear with classmates that the information they provide will be published and distributed to classmates in the Reunion Book.

Use only information received from the alumna herself. When in doubt, call and verify the information with the alumna. Please exercise good judgment when reporting information and delete any information that is not clearly written or reported, or that cannot be verified.

## CLASS DIRECTORIES

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Class directories are a much more cost-effective alternative to publishing a Reunion classbook and are a terrific souvenir for classmates. The Alumnae Association can provide a camera-ready copy of a class list, which includes the current name, undergraduate name, address, and telephone number for each classmate. This directory can also serve as part of the class book. **Orders for directories must be made by March 15 preceding Reunion, and there is a fee for this service.**

## **CONFIDENTIALITY OF ALUMNAE INFORMATION**

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Alumnae names, contact information, and biographical information are entrusted to the Alumnae Association by each individual alumna. This information is confidential and protected, and is released only to class officers (or their designated representatives) for the purpose of non-commercial class business.

Permission should be obtained by individual alumnae classes to use names and addresses from the Alumnae Association database for Reunion Books and/or class directories.

Any part of any confidential alumnae information, as released to class officers or their designated representatives, may only be reproduced or transmitted in any form with the consent of the class officer or the Executive Director of the Alumnae Association of Smith College.

### **The Alumnae Association releases information in the following formats:**

- ♦ Printed lists of alumnae/classmates
- ♦ Self-adhesive mailing labels
- ♦ Electronic file via e-mail (as an attachment) or through **Volunteer Connection** on the AASC Web site (accessible to AASC class officers only: President, Vice President, Secretary, Treasurer, and Reunion Chairs).

### **Please note the following with regard to information released:**

- ♦ Only AASC class officers may request lists, labels, or electronic files.
- ♦ Each class may order up to three sets of labels and three printed class lists free of charge per year. Each set thereafter is \$8.00.
- ♦ Information released represents a snapshot of the database at a particular moment in time and is subject to change.
- ♦ Whenever possible, advice will be provided for accessing and using electronically generated files. However, neither the AASC nor the college have the resources to provide computer support for information released, including, but not limited to, instruction, training, or troubleshooting.

## **VOLUNTEER CONNECTION & WEB GUIDELINES FOR CLASSES**

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Please refer to the guidelines provided on the AASC Web site at <http://alumnae.smith.edu/volunteer/guidelines.php>. Volunteer Connection Tutorials are also available on the AASC Web site at <http://alumnae.smith.edu/tutorials/>.

## CLASS REVENUE

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### The Reunion Account

As the treasurer of record for the previous five years, it is in the best interest of the class that the class treasurer handle all the expenses and billing for Reunion.

It is the responsibility of the class treasurer, in consultation with the class vice president, to ensure that the class treasury is adequate to meet the financial obligations of Reunion. She must ensure that all bills are paid promptly, that all fees are set to ensure the class does not incur a loss with Reunion, and that the class will have the financial resources to undertake Reunion projects such as a class book, directory, and/or novelty items.

### Setting the Class Reunion Registration Fee

The Class Reunion registration fee should at minimum cover the overhead expenses the class will incur to sponsor its Reunion. Overhead expenses include:

- ♦ Reunion expenses, such as mementos/souvenirs, parade signs, nametags, centerpieces and decorations
- ♦ The cost of miscellaneous items such as AV rentals/setups, reunion event staging, magic markers, tape, streamers, pins, extension cords, and coffee for class headquarters
- ♦ Volunteer expenses, i.e. telephone, mailing, etc. (please refer to the list of examples in the Class Officers Handbook)
- ♦ The expense of design, production and postage for any print mailings to your class
- ♦ A contingency amount to offset any unforeseen expenses (10% suggested)

**The class registration fee generally includes the dues fee for the year, however classes cannot require classmates to pay class dues to attend Reunion. No portion of the class registration fees can be used for the class Reunion gift to The Smith Fund.** Reunion fees range from \$15 to \$75 depending on the size of the class, what Reunion is being celebrated, and the state of the treasury. Please refer to "Past Reunion fees" on page 38. The AASC collects class registration fees, and following reunion, the class treasurer receives a check in the amount of the balance owed the class. The AASC will assist the class, if needed, in setting its fee. Guests are generally not charged the class registration fee.

Prior to Reunion, a loan from the class treasury will likely be needed to cover expenses as outlined. This loan is then repaid from the Class Registration fees when disbursed by the AASC.

### Reunion Meals

The Alumnae Association processes reservations and payments for the following reunion meals:

- ♦ Thursday All Reunion Dinner
- ♦ Friday All Reunion lunch
- ♦ Friday Class Dinner
- ♦ Saturday Box Lunch
- ♦ Saturday Class Dinner
- ♦ Sunday All Reunion (or 50<sup>th</sup> Reunion class) brunch

The AASC works closely with Smith College Dining Services and one or more selected caterers to offer a variety of menus and prices for reunion meals. It is important that the Reunion chairs determine the best system to account for meal payments (see page 18). The class is charged for the number of meals served; therefore, classmates or guests who attend meals without paying can potentially cost the class a great deal of money. The class Treasurer and the Reunion Chair(s) need to be clear with classmates as to the refund and cancellation policy regarding fees paid to the class.

**NOTE: Meal fees will not be set higher than the amount charged by Dining Services or the caterer. Any profit a class makes on meals is subject to a 5% Massachusetts meal tax.**

## REUNION EXPENSES

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### Reunion Expenses

The following reunion expenses are the responsibility of the class:

- ◆ Catering charges for all meals and receptions (fees collected and disbursed by the AASC);
- ◆ Costs associated with Reunion chair observing the Reunion prior to yours;
- ◆ Meals for guests of the class (e.g. faculty invited to class dinner, observers, etc.);
- ◆ Reimbursements to officers for class business expenses (conference calls, phone bills, postage);
- ◆ HQ expenses such as decorations, supplies, refreshments, rental equipment;
- ◆ Nametags;
- ◆ Centerpieces or table decorations for meals;
- ◆ Class Book or Directory;
- ◆ Parade signs;
- ◆ Mementos/souvenirs (generally given to classmates only);
- ◆ Special event staging, staffing, and set-up (i.e. if the class sponsors a band or theatrical group);
- ◆ Newsletter fees (amount depends on the level of service required).

### Reunion Mementos or Souvenirs

Items that generally work well as mementos include:

- ◆ coffee or travel mugs
- ◆ sunglasses
- ◆ tote bags
- ◆ hats/baseball caps/visors
- ◆ anoraks or fleece items
- ◆ sweatshirts/tee shirts
- ◆ aprons
- ◆ umbrellas
- ◆ luggage tags/keychains
- ◆ frames/mini photo albums
- ◆ handmade item

Many classes approach classmates who work for a company that is willing to donate these items to the class. For any items that require a significant amount of capital, an adequate amount should be built into the class reunion registration fee to cover the expense in its entirety. Classes are responsible for paying vendors directly, including Smith College departments.

Souvenirs may be shipped directly to Northampton and the AASC will store them at the Alumnae House. **Materials should be shipped to arrive between Monday and Wednesday of the week during which the class is reuniting.** Due to the heightened level of activity and materials being shipped in and out of the Alumnae House, we cannot guarantee secure storage for anything arriving before those weeks. Boxes should be clearly marked with the number in the shipment and addressed as follows:

Smith College Class of <year>  
c/o Amy Holich-Dunn, AASC  
33 Elm Street  
Northampton, MA 01063  
Box # of # (total number)

### Class books

A class may undertake a special Reunion project such as a class book or directory that is given to classmates on a complimentary basis, generally for milestone Reunions, such as the 25<sup>th</sup> or 50<sup>th</sup>. The AASC does not recommend that a class undertake a class book as a complimentary item, unless they have planned and budgeted for it since the previous Reunion. Please read the section on Class books and Directories on page 34.

**IMPORTANT NOTE: The class treasury is not to be used to purchase items to recognize the significance of a donation to The Smith Fund.**

## REUNION FEES

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### Alumnae Association Fees

The Alumnae Association charges for:

- ♦ AASC registration fee (charged to all registrants)
- ♦ On-campus bed and breakfast – a flat fee for three nights or any portion thereof. **This fee cannot be prorated.** Alumnae Association Life Members may receive a \$25 discount.
- ♦ Alumnae College – a la carte fees include lectures and Friday lunch and speaker
- ♦ All meals

Alumnae may register for these options via online registration or on the Reunion registration form that is mailed by the Alumnae Association in February. The Reunion registration booklet and registration forms for each reuning class are also made available as PDFs each spring on the **Reunion Resources** page of the AASC Web site. The AASC offers online registration to members of reuning classes only.

For ease of payment by alumnae, the Alumnae Association collects all registration fees associated with Reunion. Class registration fees are remitted to the class, minus expenses owed, by the end of June following Reunion. The Alumnae Association accepts MasterCard, VISA, American Express, and personal checks.

The Alumnae Association assesses higher room and meal fees for reservation forms postmarked after the “early bird” registration deadline (generally March 30).

### Payment Problems

In the event that a classmate sends her Reunion registration fees directly to the class and not to the Alumnae Association, please notify both the AASC and the classmate immediately. If a classmate inadvertently pays the AASC for class items, we notify the alumna and the class Treasurer, and send a check to the class treasurer along with any other pertinent information we may have received.

### Recent class registration fees

Below are class registration fees charged in recent years, for your reference.

Reunion	2003	2004	2005	2006	2007	2008	2009
60 <sup>th</sup>	\$10	\$20	\$25	\$25	\$40	\$40	n/a
55 <sup>th</sup>	\$55	\$55	\$50	\$55	\$52	\$60	\$45
50 <sup>th</sup>	\$53	\$54	\$55	\$100	\$95	\$100	\$100
45 <sup>th</sup>	\$58	\$59	\$50	\$50	\$50	\$45	\$64
40 <sup>th</sup>	\$45	\$64	\$75	\$40	\$45	\$50	\$70
35 <sup>th</sup>	\$50	\$50	\$60	\$50	\$50	\$60	\$50
30 <sup>th</sup>	\$30	\$40	\$50	\$50	\$100	\$50	\$50
25 <sup>th</sup>	\$60	\$75	\$50	\$50	\$65	\$75	\$75
20 <sup>th</sup>	\$30	\$45	\$50	\$55	\$60	\$40	\$50
15 <sup>th</sup>	\$50	\$25	\$10	\$55	\$68	\$40	\$40
10 <sup>th</sup>	\$50	\$35	\$35	\$20	\$25	\$30	\$30
5 <sup>th</sup>	\$50	\$50	\$50	\$45	\$40	\$40	\$45

## CLASS REGISTRATION FEE WORKSHEET

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Anticipated number of classmates who will attend  
 (See "Reunion Attendance Averages" on page 41 and 42)

Amount	Item
_____	Travel and/or meal expenses for Reunion chair and co-chair or one other officer to observe reunion prior to you class' reunion.
_____	Two or three first class mailings to the class during the 12 months prior to Reunion.
_____	Reimbursements to officers for class business expenses ( <i>conference calls, phone bills, postage</i> )
_____	Miscellaneous HQ expenses such as decorations, supplies, refreshments, rental equipment
_____	Nametags ( <i>price each x anticipated attendees, including guests</i> )
_____	Centerpieces or table decorations for meals ( <i>all tables seat 8</i> )
_____	Class Book or Directory ( <i>please see notes on page 34 &amp; 37</i> )
_____	Labels and lists ordered from AASC ( <i>3 free sets of each per year, \$8 each thereafter</i> )
_____	Parade signs ( <i>1 sign per 20 classmates @ approximately \$30 per sign</i> )
_____	Gifts to recognize classmates who help with reunion ( <i>optional</i> )
_____	Honoraria for faculty speakers ( <i>optional</i> )
_____	Meals for guests of the class ( <i>e.g. faculty invited to class dinner, observers, etc.</i> )
_____	Novelty items/"souvenirs" ( <i>price each x anticipated attendees; generally given to classmates only</i> )
_____	Other/Miscellaneous
_____	<b>TOTAL REUNION EXPENSES</b>
_____	<b>Contingency fund</b> ( <i>10% of total Reunion expenses – suggested for unanticipated costs</i> )
_____	<b>PRELIMINARY CLASS REGISTRATION FEE</b>
_____	Targeted amount to be placed in treasury after Reunion to ensure new executive committee has adequate funding to cover expenses for at least two to three years ( <i>transportation to Reunion training and class business</i> )
_____	TOTAL REUNION EXPENDITURES ( <i>expenses + planned treasury amount</i> )
_____	<b>CLASS REGISTRATION FEE*</b> ( <i>total expenditures divided by anticipated attendees</i> )

\* See class registration fees reference table on page 38

# SAMPLE REUNION BUDGET

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## INCOME

Reunion registration fees: 150 @ \$50 ..... \$7,500.00

**TOTAL INCOME:** ..... **\$7,500.00**

## EXPENSES

Cost for VP to observe Reunion (registration and travel expenses) ..... 458.00

Reimbursements to Reunion committee ..... 65.58

Headquarters supplies ..... 225.34

Name tags ..... 135.81

Centerpieces (20 @ \$25 each) ..... 500.00

Class Directory (printing) ..... 975.00

Class lists/labels (*in excess of the sets allowed each year*) ..... 16.00

Parade signs ..... 200.00

Meals for class guests (observer, faculty speaker invited to dinner) ..... 81.00

Reunion souvenirs ..... 1,560.00

**TOTAL EXPENSES:** ..... **\$4,216.73**

**BALANCE to Treasury:** ..... **\$3,283.27**

## REUNION ATTENDANCE COUNTS AND 10-YEAR AVERAGES

Year	2nd	5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th
1930								86	100	115	143	54	41	23
1931						139	60	52	55	76	108	49	32	12
1932				90	99	167	62	100	71	92	148	59	42	27
1933				106	119	152	76	92	95	86	156	76	50	19
1934		145		121	121	172	80	62				61	47	22
1935							90	61	119	85	161	62	41	18
1936						79	79	67	81	72	131	50	46	22
1937			155	93	154	171	107	107	134	107	180	100	75	37
1938			127	101	124	141	98	91	137	108	162	77	73	34
1939			122	110	132	156	72	92			171	82	56	26
1940						160	77	101	103	85	153	76	56	25
1941			148	136	134	194	85	116	137	123	187	60	50	38
1942		106	93	124	116	165	92	115	133	136	164	87	70	30
1943		88	109	80	117	134	80	90	159	123	153	74	63	34
1944		78	119	87	111	143	76	113		113	146	80	68	29
1945					107	107	114	129	130	141	190	102	81	
1946			153	104	80	136	81	130	158	109	166	85	61	
1947		78	79	91	109	163	107	134	165	117	206	68	74	
1948		47	140	89	89	171	127	139	150	136	189	68	67	
1949		77	93	70	74	150	121	140	159	129	180	91	79	
1950			115	116	190	119	112	173	153	253	254	108		
1951		93	151	103	81	183	123	165	161	150	238	121		
1952		79	165	122	82	216	131	149	132	141	225	104		
1953		109	140	78	86	215	101	120	141	147	182	99		
1954		118	138	80	111	218	100	150	147	156	205	99		
1955			133	46	114	186	106	173	147	102	195			
1956		112	155	52	103	221	144	124	148	117	233			
1957		80	158	51	89	224	93	121	161	124	228			
1958		80	80	70	109	202	108	108	133	125	215			
1959		105	108	97	121	214	124	121	170	128	222			
1960		73	42	77	85	209	130	119	163	115				
1961		61	96	65	109	212	86	123	162	102				
1962		84	61	81	125	246	121	106	153	130				
1963		28	63	68	91	217	125	103	112	115				
1964		29	68	90	178	286	141	140	194	162				
1965		31	105	109	178	246	128	132	173					
1966		33	98	74	134	225	94	76	162					
1967		48	92	108	153	216	105	105	140					
1968		31	86	78	154	216	159	114	142					
1969		23	110	71	124	200	112	120	129					

Year	2nd	5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th
1970		72	127	104	148	203	93	115						
1971		81	172	109	143	216	90	123						
1972		98	144	121	118	196	91	91						
1973		187	261	183	192	302	150	150						
1974		137	150	128	108	186	100	97						
1975		115	142	107	121	209	107							
1976			113	108	131	178	111							
1977		137	191	113	186	223	131							
1978		178	237	104	158	231	128							
1979		119	188	95	120	165	96							
1980		217	249	144	207	253								
1981		115	192	100	150	244								
1982		159	184	105	176	220								
1983		190	174	127	190	214								
1984		192	194	126	213	222								
1985		231	193	111	145									
1986		163	198	100	132									
1987		184	158	79	153									
1988		144	209	89	159									
1989		154	170	92	145									
1990		96	193	78										
1991		129	224	86										
1992		125	242	97										
1993	68	110	160	83										
1994	84	123	191	86										
1995	78	112	128											
1996	101	82	146											
1997	129	121	232											
1998	93	65	183											
1999	90	79	186											
2000	98	71												
2001	75	118												
2002	108	100												
2003	75	102												
2004	98	122												
2005	111													

**Average for most recent ten years**      **98    97    189    90    167    216    110    112    153    122    220    95    67    29**

# SMITH HOUSES AT A GLANCE ♦ 2009\*

House (connected to/ pairs with)	Upper Elm	Lower Elm	Green Street Center Campus	Quad	Capacity	Singles	Doubles	Triples	Other spaces	Year built	Year of recent renovations	Number of residential floors	Elevator	Accessible	Comments
Albright		♦			73	29	19	2	2	1900	2008	4			
Baldwin		♦			77	49	14		3	1908	2006	5		♦ <sup>1</sup>	
Capen	♦				73	29	22		2	c.1825	1998	3		♦ <sup>1</sup>	
Chapin			♦		70	36	17		1	1903	1996, 2008	2		♦ <sup>1</sup>	
Chase (Duckett)		♦			57	57			1	1810	1995	3	♦	♦	Senior house; not used on RI weekend
Comstock (Wilder)				♦	81	58	10	1	2	1930	2000	3	♦	♦	Not assigned on RI weekend
Cushing (Emerson/Jordan)				♦	79	58	9	1	2	1922	1995	4		♦ <sup>1</sup>	
Duckett (Chase)		♦			37	21	8		0	c.1810	1995	4	♦	♦	
Emerson (Cushing/Jordan)				♦	87	61	13		1	1922	1995, 2008	4		♦ <sup>1</sup>	
Gardiner (Wilson/Morrow)				♦	83	56	12	1	1	1926	2008	4			
Gillett (Northrop)		♦			81	81	5		5	1910	1994	4		♦ <sup>1</sup>	
Haven/Wesley			♦		88	30	29		5	1899	Haven: 2007 Wesley:2000	Both: 4		♦ <sup>1</sup> (Both)	
Hopkins			♦		18	12	3		1	1919	2000	2		♦ <sup>1</sup>	
Hubbard (Washburn)			♦		53	21	16		5	1879	1994	3		♦ <sup>1</sup>	
Jordan (Emerson/Cushing)				♦	84	53	14	1	2	1922	1995, 2008	4		♦ <sup>1</sup>	
King (Scales)				♦	78	73	1	1	1	1936	2000	3	♦	♦	
Lamont		♦			83	36	22	1	1	1955	1994, 2008	3	♦	♦	
Lawrence (Morris/Tyler)			♦		67	33	17		1	1893		3		♦ <sup>1</sup>	
Morris (Lawrence/Tyler)			♦		68	34	17		1	1893		3		♦ <sup>1</sup>	
Morrow (Wilson/Gardiner)				♦	84	53	14	1	2	1926	1996	3			
Northrop (Gillette)		♦			80	72	4		2	1910	1994	4		♦ <sup>1</sup>	
Park Complex	♦				80	35	16		2	1880	H: 2009 A: 2008	H: 3, A: 3		A ♦ <sup>1</sup>	
Parsons Complex	♦				79	35	16			H: 1902 A: 1896	A: 2001	H: 4, A: 2		House ♦ <sup>1</sup>	
Scales (King)				♦	75	75			1	1936	2001	3	♦	♦	
Sessions Complex	♦				67	28	12		1	H: 1710 A: 1873	H: 1996 A: 2001	H: 3, A: 3		House ♦ <sup>1</sup>	
Talbot		♦			80	26	27		1	1909	2007	4			
Tyler (Morris/Lawrence)			♦		69	41	14		2	1898	1993	3		♦ <sup>1</sup>	
Washburn (Hubbard)			♦		43	15	14		3	1878		3		♦ <sup>1</sup>	
Wilder (Comstock)				♦	82	57	11	1	5	1930	2000	3	♦	♦	Not assigned on RI weekend
Wilson (Morrow/Gardiner)				♦	102	78	12		2	1926	1994, 2008	4			

\* Only houses used for Reunion housing are listed; some may not be available due to construction or summer program use.

<sup>1</sup> indicates access to first floor only

H: House; A: Annex

## REUNION EVENT SPACES

Refer to [www.smith.edu/registrar/CatalogueofRooms.htm](http://www.smith.edu/registrar/CatalogueofRooms.htm) for photos and available equipment in "Meeting Spaces"

<b>MEAL SPACES</b> <i>(all spaces accessible except as noted)</i>		<b>Capacity</b> <b>(approximate)</b>	<b>Notes</b>
	<b>Room</b>		
<b>Alumnae House</b> ( <i>outside caterer</i> )	Conference Hall	170	
	Dining Room	30	
<b>Campus Center</b> ( <i>outside caterer</i> )	103	25	103/104 can be used individually or as a combined room for 50
	104	25	
	Carroll Room (208)	160 without stage 144 with stage	
	Mezzanine Lounge (201)	50 standing	Suitable for cocktails
<b>Cutter/Ziskind House</b> ( <i>Dining Services</i> )	Dining Room	270	
<b>Davis Center</b> ( <i>outside caterer</i> )	Ballroom	185	
<b>Field House</b> ( <i>outside caterer</i> )	Multi-purpose Room	75	
<b>Gill Hall/Campus School</b> ( <i>outside caterer</i> )	Multi-purpose Room (gym)	125	Only used if all other suitable spaces are unavailable
<b>King/Scales House</b> ( <i>Dining Services</i> )	Dining Room	220	
<b>Lamont House</b> ( <i>Dining Services</i> ) (reserved for the 60 <sup>th</sup> and 65 <sup>th</sup> classes)	Main Dining Room	72	
	Octagon Dining Room	112	
<b>Neilson Library</b> ( <i>outside caterer</i> )	Browsing Room	80	Suitable for lunch & class meeting only
<b>Smith College Club</b> ( <i>Dining Services</i> )	Main Dining Room	120	
	Downstairs Dining Room	80	
	Small Dining Rooms	30	
	Patio	40	Suitable for cocktails
<b>Tyler House</b> ( <i>Dining Services</i> )	Main Dining Room	70	Total 190
	Addition Dining Room	120	
<b>MEETING SPACES*</b> <i>(all spaces accessible except as noted)</i>		<b>Capacity</b> <b>(approximate)</b>	<b>Notes</b>
	<b>Room</b>		
<b>Ainsworth Gym</b>	150	35	Lecture seating
<b>Alumnae House</b>	Conference Hall	200	Lecture seating
	Living Room	75	Formal lounge furniture
	Board Room	20 @ conference table	

<b>Campus Center</b>	003	25	
	102	20	
	103	25	103/104 can be used individually or as a combined room for 50
	104	25	
	204	25 @ seminar table	
	205	40	
	Carroll Room (208)	160	
	<b>McConnell</b>	103	92
Case Study Room		30	Lecture seating
<b>Hatfield Hall</b>	104	20	Classroom with chairs
	105	25	Seminar/Lounge
	106	25	Classroom with chairs
	107	20	Seminar/Lounge
	201	14	Seminar
	202	14	Seminar
	203	25	Classroom with chairs
	204	20	Classroom with chairs
	205	15	Classroom with chairs
	206	20	Seminar
<b>Neilson Library</b>	Browsing Room	100	Lecture seating
<b>Seelye Hall</b>	101	65	Classroom
	102	22	Seminar
	105	22	Seminar
	106	105	Auditorium
	107	35	Classroom
	109	40	Classroom
	110	60	Classroom
	201	105	Auditorium
	202	22	Seminar
	204	20	Seminar
	206	45	Classroom
	208	45	Classroom
	211	45	Classroom
	301	55	Classroom
	302	40	Classroom
	304	20	Seminar
	306	30	Seminar
	311	45	Classroom
312	50	Classroom	
<b>Stoddard Hall</b>	Auditorium	200	Theater seating
<b>Wright Hall</b>	Auditorium	400	Theater seating

## AREA HOTELS AND MOTELS

Amherst Motel  
408 Northampton Road  
(Route 9)  
Amherst, MA 01002  
413 256.8122

Autumn Inn  
259 Elm Street  
Northampton, MA 01060  
413 584.7660  
[www.autumninn.com](http://www.autumninn.com)

Best Western  
117 Conz Street  
Northampton, MA 01060  
413 586.1500 or  
800 941.3066  
[www.bestwestern.com](http://www.bestwestern.com)

Chicopee Super 8  
463 Memorial Drive  
Chicopee, MA 01020  
413 592.6171  
[www.redroof.com](http://www.redroof.com)

Clarion Hotel  
1 Atwood Drive  
I-91, exit 18 – off Route 5  
Northampton, MA 01060  
413 586.1211 or  
800 582.2929  
[www.thhg.com](http://www.thhg.com)

Country Court Motel  
4580 Southampton Road  
Westfield, MA 01085  
413 562.9790

Country Inns & Suites  
1 Country Club Road  
Holyoke, MA 01040  
413 533.2100 or  
800 456.4000  
[www.countryinns.com](http://www.countryinns.com)

Day's Inn  
437 Riverdale Road  
W. Springfield, MA 01089  
413 785 5365 or  
800 325.2525  
[www.daysinn.com](http://www.daysinn.com)

Deerfield Inn  
Main Street  
Deerfield, MA 01342  
413 774.5587  
[www.deerfieldinn.com](http://www.deerfieldinn.com)

EconoLodge  
329 Russell Street  
Hadley, MA 01035  
413 582.7077 or  
877 424.6423  
[www.econolodge.com](http://www.econolodge.com)

Hampton Inn  
184 Shelburne Road  
Greenfield, MA 01301  
413 773.0057 or  
800 426.7866  
[www.hamptoninn.com](http://www.hamptoninn.com)

Hampton Inn  
24 Bay Road  
Hadley, MA 01035  
413 586.4851 or  
800 426.7866  
[www.hamptoninn.com](http://www.hamptoninn.com)

Hampton Inn  
1011 Riverdale Street  
W. Springfield, MA 01089  
413 732.1300 or  
800 426.7866  
[www.hamptoninn.com](http://www.hamptoninn.com)

Hilton Garden Inn  
Interstate 91 (Exit 4)  
800 West Columbus Ave.  
Springfield, MA 01105  
413 886.8000 or  
800 445.8667  
[www.hilton.com](http://www.hilton.com)

Holiday Inn Express  
400 Russell Street (Route 9)  
Hadley, MA 01035  
413 582.0002  
[www.hiexpress.com](http://www.hiexpress.com)

Holiday Inn  
245 Whiting Farms Road  
(Ingleside, I-91, exit 15)  
Holyoke, MA 01040  
413 534.3311  
[www.holiday-inn.com](http://www.holiday-inn.com)

Hotel Northampton  
36 King Street  
Northampton, MA 01060  
413 584.3100 or  
800 547.3529  
[www.hotelnorthampton.com](http://www.hotelnorthampton.com)

Howard Johnson Inn  
401 Russell Street (Route 9)  
Hadley, MA 01035  
413 586.0114 or  
800 654.2000  
[www.thhg.com](http://www.thhg.com)

Lord Jeffrey Inn  
30 Boltwood Avenue  
Amherst, MA 01002  
413 253.2576  
[www.lordjefferyinn.com](http://www.lordjefferyinn.com)

Marriott Hotel/  
Baystate West  
1500 Main Street  
Springfield, MA 01115  
413 781.7111 or  
800 228.9290  
[www.marriott.com](http://www.marriott.com)

North King Motel  
504 North King Street  
Northampton, MA 01060  
413 584.8847

Norwottuck Inn  
208 Russell Street  
Hadley, MA 01035  
413 587.9866  
[www.norwottuckinn.com](http://www.norwottuckinn.com)

Plantation Inn  
295 Burnett Road  
Chicopee, MA 01020  
413 592.8200 or  
800 248.8495

Quality Inn  
125 Mohawk Trail  
Route 2A  
Greenfield, MA 01301  
413 774.2211  
[www.choicehotels.com](http://www.choicehotels.com)

Quality Inn  
PO Box 24  
237 Russell Street (Route 9)  
Hadley, MA 01035  
413 584.9816  
[www.choicehotels.com](http://www.choicehotels.com)

Ramada Inn  
357 Burnett Road  
Chicopee, MA 01020  
413 592.9101 or  
800 228.2828  
[www.ramada.com](http://www.ramada.com)

Red Carpet Inn  
560 Riverdale Road Rt. 5  
I-91, exit 13b  
W. Springfield, MA 01089  
413 733.6678 or  
800 251.1962

Red Roof Inn  
9 Greenfield Road  
Routes 5 and 10  
S. Deerfield, MA 01373  
413 665.7161 or  
800 874.9000  
[www.redroof.com](http://www.redroof.com)

Red Roof Inn  
1254 Riverdale Street  
I-91, exit 13a, or I-90, exit 4  
W. Springfield, MA 01089  
413 731.1010 or  
800 733.7663  
[www.redroof.com](http://www.redroof.com)

Sheraton Hotel  
1 Monarch Place  
Springfield, MA 01101  
413 781.1010 or  
800 258.1980  
[www.Sheraton-springfield.com](http://www.Sheraton-springfield.com)

Super 8 Motel  
1515 Northampton Street  
Holyoke, MA 01040  
413 536.1980 or  
800 258.1980  
[www.super8.com](http://www.super8.com)

University Motor Lodge  
345 North Pleasant Street  
Amherst, MA 01002  
413 256.8111  
[www.thhg.com](http://www.thhg.com)

Whately Inn  
193 Chestnut Plain Road  
Whately, MA 01093  
800 942.8359  
[www.whatelyinn.com](http://www.whatelyinn.com)

Yankee Pedlar Inn  
Routes 202 and 5,  
Northampton Street  
Exit 16 off of I91  
Holyoke, MA 01040  
413 532.9494  
[www.yankeepedlar.com](http://www.yankeepedlar.com)

## AREA BED & BREAKFASTS

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The 1880 Inn Bed and Breakfast  
14 Pleasant Street  
Ware, MA 01082  
413 967.7847

Allen House Victorian Inn  
599 Main Street  
Amherst, MA 01002  
413 253.5000  
[www.allenhouse.com](http://www.allenhouse.com)

Berkshire Bed and Breakfast  
PO Box 211  
Main Street  
Williamsburg, MA 01096  
413 268.7244  
[www.berkshirebnbhomes.com](http://www.berkshirebnbhomes.com)

The Bloomsbury B&B  
178 Main Street- Route 10  
Easthampton, MA 01027  
413 527.8681

The Brandt House  
29 Highland Avenue  
Greenfield, MA 01301  
800 235.3329  
[www.brandthouse.com](http://www.brandthouse.com)

The Clark Tavern Inn  
98 Bay Road  
Hadley, MA 01035  
413 586.1900  
[www.bbonline.com/ma/clarktavern](http://www.bbonline.com/ma/clarktavern)

Cumworth Farm  
472 West Cummington Road (Route 112)  
Cummington, MA 01026  
413 634.5529  
[www.hhbba.com/cumworth](http://www.hhbba.com/cumworth)

Hill Gallery  
137 East Windsor Road  
Worthington, MA 01098  
413 238.5914

The Knoll  
230 N Main Street  
Florence, MA 01062-1221  
413 584.8164  
[www.bbonline.com/ma/theknoll/index.html](http://www.bbonline.com/ma/theknoll/index.html)

Lupine House  
185 North Main Street (Route 9)  
Florence, MA 01062  
413 586.9766 or  
800 890.9766  
<http://lupinehouse.com/>

Mount Tom River Inn  
4 Symansky Avenue  
Easthampton, MA 01027  
413 584.4884  
[beverly@javanet.com](mailto:beverly@javanet.com)

Penrose Victorian Inn  
133 Main Street  
Haydenville, MA 01039  
413 268.3014 or  
413 268.7711  
[www.penroseinn.com](http://www.penroseinn.com)

The Saltbox  
153 Elm Street  
Northampton, MA 01060  
413 584.1790  
<http://users.rcn.com/saltbox/index.html>

Sugar Maple Trailside Inn  
62 Chestnut Street  
Florence, MA 01062  
413 585.8559  
866 416.2753  
[www.sugar-maple-inn.com](http://www.sugar-maple-inn.com)

Sunnyside Farm  
21 River Road  
Whately, MA 01093  
413 665.3113

Twin Maples  
106 South Street  
Williamsburg, MA 01096  
413 268.7925  
fax 413 268.7243  
[berkbb33@javanet.com](mailto:berkbb33@javanet.com)  
[www.twinmaplesbnb.com](http://www.twinmaplesbnb.com)

Worthington Inn  
Four Corners Farm  
Old North Road (Route 143)  
Worthington, MA 01098  
413 238.4441  
<http://hidden-hills.com/worthingtoninn>

## SUGGESTED VENDORS

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*This is only a sampling of vendors with whom the AASC is familiar; more can be found by searching online*

### FLORISTS

Florence Village Flower Shop  
5 North Maple Street  
Florence, MA 01062  
413 584.9595

LaSalle's Florists  
PO Box 34  
Whately, MA 01093  
413 586.4501  
800 321.9284

Nuttelman's Florists  
135 Woodlawn Avenue  
Northampton, MA 01060  
413 584.2272  
800 981.9403  
[www.nuttelmansflorist.com](http://www.nuttelmansflorist.com)

Stop & Shop Florists  
228 King Street  
Northampton, MA 01060  
413 584.9200  
[www.stopandshop.com](http://www.stopandshop.com)

Big Y Florists  
136 North King Street  
Northampton, MA 01060  
413 584.6137  
[www.bigy.com](http://www.bigy.com)

### DECORATING/ BALLOONS

Michael's  
325 Russell Street, Route 9  
Hadley, MA 01035  
413 582.0784  
[www.michaels.com](http://www.michaels.com)

Stop & Shop Florists  
228 King Street  
Northampton, MA 01060  
413 584.9200  
[www.stopandshop.com](http://www.stopandshop.com)

Big Y Florists  
136 North King Street  
Northampton, MA 01060  
413 584.6137  
[www.bigy.com](http://www.bigy.com)

### FRUIT BASKETS & DELI PLATTERS

State Street Fruit  
51 State Street  
Northampton, MA 01060  
413 584.2301  
[www.statestreetfruit.com](http://www.statestreetfruit.com)

Serio's Market  
65 State Street  
Northampton, MA 01060  
413 584.2633  
[www.seriosmarket.com](http://www.seriosmarket.com)

Super Stop & Shop  
228 King Street  
Northampton, MA 01060  
413 584.9200  
[www.stopandshop.com](http://www.stopandshop.com)

Big Y  
136 North King Street  
Northampton, MA 01060  
413 584.6137  
[www.bigy.com](http://www.bigy.com)

### CANDY/ CONFECTIONARY

Ben & Bill's Chocolate  
Emporium  
141 Main Street  
Northampton, MA 01060  
413 584.5695

Sweeties Chocolate &  
Confections  
68 Main Street  
Northampton, MA 01060  
413 586.4180

### COPY SHOPS

Paradise Copies  
Carol MacColl  
30 Crafts Avenue  
Northampton, MA 01060  
413 585.0414  
[www.paradisecopies.com](http://www.paradisecopies.com)

### PROMOTIONAL PRODUCTS & GIFTS

Valley Marketing, Inc.  
116 Pleasant Street  
Easthampton, MA 01027  
413 529.1115  
866 529.1115  
<http://valleymarketing.net>

Adcentive Group  
4801 Viewridge Avenue  
San Diego, CA 92123  
858 278.9200  
[www.adcentive.com](http://www.adcentive.com)

New England Promotional  
Marketing  
15 Main Street, Box 1046  
Wilbraham, MA 01095  
413 596.4800  
Outside MA: 800 334.1260  
[www.nepm.com](http://www.nepm.com)

Razz-m-Tazz  
Promotional Products  
Marlborough, MA 01752  
508 486.9025  
800 253.8668  
[www.impressivepromotions.com](http://www.impressivepromotions.com)

### SCREEN PRINTING

Kennedy Screen Graphics  
50 Green Street  
Northampton, MA 01060  
800 287.2124  
413 584.2124  
[www.kennedyysg.com](http://www.kennedyysg.com)

Pacific Printing  
19 Damon Rd  
Northampton, MA 01060  
413 585.5700  
800 352.0752  
[www.oceanofpromotion.com](http://www.oceanofpromotion.com)

### RENTAL SERVICES

Northampton Rental Center  
59 Service Center Road  
Northampton, MA 01060  
413 584.5072

Taylor Rental of Hadley  
301 Russell Street  
Hadley, MA 01035  
(413) 584-4184  
[rental.trusite.com/hadley/](http://rental.trusite.com/hadley/)

### MUSIC EQUIPMENT RENTAL

Downtown Sounds  
21 Pleasant Street  
Northampton, MA 01060  
413 586.0998  
800 564.8863  
[www.downtownsounds.com](http://www.downtownsounds.com)

### SOUND SERVICE

Klondike Sound Company  
I-91 Industrial Park  
Greenfield, MA 01301  
413 772.2900  
[www.klondikesound.com](http://www.klondikesound.com)

Spearit Sound  
351 Pleasant Street  
Northampton, MA 01060  
413 584.9547  
[www.spearitsound.com](http://www.spearitsound.com)

### PHOTOGRAPHERS

Pivot Media Inc.  
Jim Gipe, Photographer  
30 Main St  
Florence, MA 01062  
413 584.5302  
[www.pivotmedia.com](http://www.pivotmedia.com)

Hawkeye Photographers  
249 South Street  
Northampton, MA 01060  
413 584.0862  
[www.hawkeyephotography.com](http://www.hawkeyephotography.com)

### VIDEOGRAPHERS

Audio Visual Archives  
140 Pine Street  
Northampton, MA 01060  
413 586.3296

## CLASS COLORS

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1927 green	1968 blue	2009 yellow
1928 purple	1969 yellow	2010 red
1929 yellow	1970 red	2011 green
1930 red	1971 green	2012 blue
1931 green	1972 blue	2013 yellow
1932 purple	1973 yellow	2014 red
1933 yellow	1974 red	
1934 red	1975 green	Ada Comstock class: rainbow
1935 green	1976 blue	
1936 purple	1977 yellow	
1937 yellow	1978 red	
1938 red	1979 green	
1939 green	1980 blue	
1940 purple	1981 yellow	
1941 yellow	1982 red	
1942 red	1983 green	
1943 green	1984 blue	
1944 blue	1985 yellow	
1945 yellow	1986 red	
1946 red	1987 green	
1947 green	1988 blue	
1948 blue	1989 yellow	
1949 yellow	1990 red	
1950 red	1991 green	
1951 green	1992 blue	
1952 blue	1993 yellow	
1953 yellow	1994 red	
1954 red	1995 green	
1955 green	1996 blue	
1956 blue	1997 yellow	
1957 yellow	1998 red	
1958 red	1999 green	
1959 green	2000 blue	
1960 blue	2001 yellow	
1961 yellow	2002 red	
1962 red	2003 green	
1963 green	2004 blue	
1964 blue	2005 yellow	
1965 yellow	2006 red	
1966 red	2007 green	
1967 green	2008 blue	

### **PMS colors:**

Yellow:	102
Blue:	280
Green:	355
Red:	186
Purple:	2685

## SAMPLE REUNION COMMITTEE FORM

*This form will be due in mid-September*

Class _____ Class Reunion registration fee (charged to alumnae only) \$ _____ (refer to the Class Registration Fee worksheet in the Reunion Planning Guide)
Reunion/Parade Theme _____

Please provide the first, undergraduate and last name for each reunion committee member.

**Reunion Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Reunion Co-Chair** (if applicable) \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Headquarters Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Parade Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Friday Dinner Chair\*** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Saturday Dinner Chair\*** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Program Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**Mini-Reunion Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

**House Reps Chair** \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email address \_\_\_\_\_

\* or a single "Meal Chair" for Friday and Saturday dinners

## PRELIMINARY CLASS PROGRAM PLANNING WORKSHEET

*Use this form as a planning reference; the final Class Program and Planning Form is due at a later date.*

Class _____	Name _____
Phone _____	Email _____

### CLASS PROGRAMMING/CLASS SCHEDULE

Within the framework of the AASC & college schedule below, please insert **all** planned class activities, with time and any technology service needs or special requests (attach separate sheets, if necessary). The AASC will assign space based on the programming planned.

<b>Thursday</b>	3 p.m.	Headquarters and houses open for all alumnae
	5:30/6:30 p.m.	All Reunion social hour/dinner
<b>Friday</b>	9 a.m. – 3:15 p.m.	Alumnae College Lecture Program and Luncheon <i>(class events should NOT be scheduled during Alumnae College)</i>
	Noon	All Reunion luncheon
	5:30 & 6:30 p.m.	Reunion Class social hour/dinner
<b>Saturday</b>	9:15 – 11:30 a.m.	Alumnae Parade/State of the College Address/Last Chapel/ AASC Annual Meeting
	11:30 a.m.	Alumnae Multifaith Service of Remembrance
	Noon – 1 p.m.	Box Lunch
	5:30 & 6:30 p.m.	Reunion Class social hour/dinner
<b>Sunday</b>	10 a.m.	Commencement Exercises <i>(Reunion/Commencement weekend only)</i>
	10 a.m.	All Reunion brunch <i>(and 50<sup>th</sup> Reunion brunch – All Reunion weekend only)</i>
	1 p.m.	Residence houses close

# SAMPLE PER MEAL PRICE CALCULATION FORM

*This form will be due in early January*

Class \_\_\_\_\_ Weekend (circle one) I II Reunion chair \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

## FRIDAY NIGHT DINNER

Dining site \_\_\_\_\_

Selected meal \_\_\_\_\_ base meal price \$ \_\_\_\_\_

### Alcohol service

*Please select one option (described in the Meal Planning Guide)*

- Option 1: Beer/wine/soda during social hour and through dinner ]  
available at a walk-up bar during the cocktail hour and through dinner (no table service)  
(\$7 per meal\*) | alcohol service \$ \_\_\_\_\_
- Option 2: Full service bar during social hour and wine with dinner ]  
full bar before dinner and wine served at the table with dinner  
(\$10 per meal\*)

Napkin color \_\_\_\_\_ (all tablecloths are white) total per-meal price \$ \_\_\_\_\_

Meal chair \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

## SATURDAY NIGHT DINNER

Dining site \_\_\_\_\_

Selected meal \_\_\_\_\_ base meal price \$ \_\_\_\_\_

### Alcohol service

*Please select one option (described in the Meal Planning Guide)*

- Option 1: Beer/wine/soda during social hour and through dinner ]  
available at a walk-up bar during the cocktail hour and through dinner (no table service)  
(\$7 per meal\*) | alcohol service \$ \_\_\_\_\_
- Option 2: Full service bar during social hour and wine with dinner ]  
full bar before dinner and wine served at the table with dinner  
(\$10 per meal\*)

Napkin color \_\_\_\_\_ (all tablecloths are white) total per-meal price \$ \_\_\_\_\_

Meal chair \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

\* approximate per meal alcohol fee; adjusted each year

# SAMPLE REUNION REGISTRATION FORM

Below is a **sample** breakdown of fees found on class Reunion registration forms. Class registration fees are set by each reuning class each year. The AASC, Alumnae College, meal, and bed & breakfast fees may be adjusted each year.

	<i>Postmarked by early bird date*</i>	<i>Postmarked after early bird date*</i>	<i># reservations</i>	<i>Vegetarian</i>		
<b>ALUMNAE COLLEGE</b>						
(Both Session I and Session II include 4 options. Participants choose one option(for Session I and/or one option for Session II))						
Session I: 9-10:45 a.m.	\$50.00	\$60.00	x _____		=	\$ _____
Session II: 11:15-1 p.m.	\$50.00	\$60.00	x _____		=	\$ _____
Alumnae College Luncheon & lecture	\$35.00	\$40.00	x _____	# _____	=	\$ _____
<b>ALUMNAE COLLEGE SUBTOTAL.....</b>						<b>\$ _____ a.</b>

<b>MEALS</b>						
Thursday All-Reunion Dinner	\$27.50	\$32.50	x _____	# _____	=	\$ _____
Friday All Reunion Lunch	\$14.00	\$19.00	x _____	# _____	=	\$ _____
Friday Class Dinner	\$35.50	\$40.50	x _____	# _____	=	\$ _____
Saturday Box Lunch	\$11.00	\$16.00	x _____	# _____	=	\$ _____
Saturday Class Dinner	\$40.50	\$45.50	x _____	# _____	=	\$ _____
<b>MEALS SUBTOTAL.....</b>						<b>\$ _____ b.</b>

	<i>Postmarked by early bird date*</i>	<i>Postmarked after early bird date*</i>	<i># reservations</i>			
<b>HOUSING</b>						
Number of on-campus housing reservations	\$135.00	\$160.00	# _____		= \$ _____	
AASC Life Member Discount if applicable† ( <i>members must submit life member postcard</i> ).....					- \$ _____	
Please house me near (one classmate's name): _____						
PLEASE NOTE: One reservation equals one bed for Thursday, Friday and Saturday nights and <b>cannot</b> be prorated on a per-night basis						
<b>MEALS SUBTOTAL.....</b>						<b>\$ _____ c.</b>

<b>REGISTRATION FEES:</b>					
<i>These fixed fees are pre-printed on the registration form, as they do not change</i>					
<b>ALUMNAE ASSOCIATION REGISTRATION FEE.....</b>					<b>\$ 15.00 d.</b>
<b>CLASS REGISTRATION FEE .....</b>					<b>\$ 45.00 e.</b>

**GRAND TOTAL: (total of lines a. through e.) .....** \$ \_\_\_\_\_

Payment options include check, MasterCard or Visa, and must be in US dollars.

\* the early bird date is generally March 30.

† fully paid life members of the AASC in a reuning class are entitled to a \$25 discount on their on-campus bed and breakfast registration or Alumnae College registration only. The discount does not apply to the class registration fee, the AASC registration fee, or meal registration fees. Life members receive a postcard reminding them of their lifetime membership at approximately the same time they receive the Reunion Registration Booklet prior to Reunion.

## CAMERA READY CLASS DIRECTORY REQUEST FORM

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As a service to Reunion classes, the Alumnae Association offers a directory that is camera ready for your printer. The camera ready copy is printed on 8 ½" x 11" white paper with the main section in a three-column layout. There are two directory options:

1. **SINGLE SECTION WITH COVER PAGE** ..... \$25  
(*alphabetical by undergraduate or current last name*)  
Preferred mailing name  
Undergraduate name  
Preferred mailing address  
Preferred telephone number  
Preferred e-mail address
  
2. **FOUR SECTIONS WITH COVER PAGE** ..... \$75  
Section I (*alphabetical by undergraduate or current last name*)  
Preferred mailing name  
Undergraduate name  
Preferred mailing address  
Preferred telephone number  
Preferred e-mail address  
  
Section II Lost class members with last known address  
(*alphabetical by current last name*)  
  
Section III Class members by zip code  
(*first name, undergraduate last name, current last name*)  
  
Section IV Necrology  
(*first name, undergraduate last name, current last name, date of death*)

The Alumnae Association only accepts directory requests from elected class officers. The invoice for this directory will be sent directly to your class treasurer unless otherwise requested. To place your order, please fax this form to the Alumnae Association at 413 585.2015, or call 800 526.2023, option 4.

**Please allow 30 days for delivery.**

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Title for Cover Page \_\_\_\_\_  
Requestor Name \_\_\_\_\_ Class Office \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
Send order to \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# SAMPLE MEAL ACTIVITIES PLANNING FORM

*This form will be due in mid-February*

*Please complete one form for each meal*

Class \_\_\_\_\_ Meal day and date \_\_\_\_\_

Meal location & time \_\_\_\_\_  
*Please include cocktail location as applicable*

### MEAL CHAIR CONTACT

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

### DINING ROOM CONFIGURATIONS

*Each dining room will have a registration table at the entrance. This is for the meal chair, or her designee, to check names as attendees enter to be sure they are paid.*

*Plan on seating eight people per table. Some dining rooms have round tables, while some have rectangular tables, and can be interchanged depending on the number attending the event. This information will help in ordering centerpieces and planning decorations.*

Alumnae House .....	rectangles	King/Scales .....	rectangles
Campus Center Carroll Room.....	rounds	Lamont .....	rounds
Campus Center 103/104.....	rectangles	Neilson Browsing Room .....	rounds
Cutter/Ziskind .....	rounds	Smith College Club .....	rounds
Davis Ballroom .....	rounds or rectangles*	Tyler .....	rounds
Field House .....	rounds or rectangles*		

\* will be determined by college staff based on number registered

### ROOM/TABLE SETUP & PROGRAMMING INFORMATION

*Centerpieces must be delivered to the meal venue by 4 p.m. on the day of the event. The AASC strongly suggests using the same arrangements throughout the weekend; college staff will move them between venues.*

Please indicate who will deliver the centerpiece arrangements:

By (vendor, classmate, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Will you need a head table?  Yes  No (all tables are set for 8 people)

Additional details (room set up, centerpiece moves, etc.) \_\_\_\_\_

**Please provide a brief program description**, i.e. "speaker after lunch from 1:15 to 1:45;" "singing group will perform from 7 to 7:30 and will need floor space in corner of room to perform," etc. \_\_\_\_\_

### Support needs:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Podium/Microphone             | <input type="checkbox"/> PC or Mac laptop (circle preference)     | <input type="checkbox"/> Slide projector/screen |
| <input type="checkbox"/> Boombox/CD Player             | <input type="checkbox"/> Transparency (overhead) projector/screen | <input type="checkbox"/> Easel and pad          |
| <input type="checkbox"/> MP3 Player/speakers           |   |   |
| <input type="checkbox"/> Digital projector/screen      |   |   |
| <input type="checkbox"/> Other (please describe) _____ |   |   |

# SAMPLE CLASS MEETING AND PROGRAM PLANNING FORM

*Return this form by April 15, 2008*

Class _____	Name _____
Phone _____	E-mail _____

## CLASS MEETING

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

### Equipment needs:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Podium/Microphone        | <input type="checkbox"/> PC or Mac laptop (circle preference)     | <input type="checkbox"/> Slide projector/screen |
| <input type="checkbox"/> Boombox/CD Player        | <input type="checkbox"/> Transparency (overhead) projector/screen | <input type="checkbox"/> Easel and pad          |
| <input type="checkbox"/> MP3 Player/speakers      |   |   |
| <input type="checkbox"/> Digital projector/screen |   |   |

Number of 6' tables \_\_\_\_ Number of chairs \_\_\_\_ Other needs \_\_\_\_\_

## CLASS PROGRAMMING/CLASS SCHEDULE

Within the framework of the AASC & college schedule below, please insert **all** planned class activities, with time, location and any technology service needs or special requests (attach separate sheets, if necessary).

<b>Thursday</b>	3 p.m.	Headquarters and houses open for all alumnae
	5:30/6:30 p.m.	All Reunion social hour/dinner
<b>Friday</b>	9 a.m. – 3:15 p.m.	Alumnae College Lecture Program and Luncheon <i>(class events should NOT be scheduled during Alumnae College)</i>
	Noon	All Reunion luncheon
	5:30 & 6:30 p.m.	Reunion Class social hour/dinner
<b>Saturday</b>	9:15 – 11:30 a.m.	Alumnae Parade/State of the College Address/Last Chapel/ AASC Annual Meeting
	11:30 a.m.	Alumnae Multifaith Service of Remembrance
	Noon – 1 p.m.	Box Lunch
	5:30 & 6:30 p.m.	Reunion Class social hour/dinner
<b>Sunday</b>	10 a.m.	Commencement Exercises <i>(Reunion/Commencement weekend only)</i>
	10 a.m.	All Reunion brunch <i>(and 50<sup>th</sup> Reunion brunch – All Reunion weekend only)</i>
	1 p.m.	Residence houses close

***Please be sure to forward a complete, updated class schedule to the AASC by May 1***

# SAMPLE HEADQUARTERS PLANNING FORM

*This form will be due in early April*

**Class** \_\_\_\_\_ **Headquarters location** \_\_\_\_\_

Headquarters chair \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
*street city state zip*

E-mail address \_\_\_\_\_

## HEADQUARTERS SETUP

Date and time for headquarters setup \_\_\_\_\_

Will you need Facilities Management assistance (hanging banners, pictures, etc.)?  Yes  No

Date \_\_\_\_\_ Time \_\_\_\_\_

Please describe briefly the help needed: \_\_\_\_\_

Do you have an electric sign or banner?  Yes  No Where should it be hung? \_\_\_\_\_

## EQUIPMENT REQUESTS

Number of 6' tables \_\_\_\_\_  MP3 player/speakers  CD player  
 VCR/monitor  DVD player/monitor

## NOTES

- ◆ Classes are responsible for supplying all refreshments and associated supplies, including coffeemaker, coffee, cream, sugar, dishes, coffee cups, plastic lids, plasticware, and/or napkins. Smith College cannot provide refreshments or associated items.
- ◆ Items from class lockers will be delivered to your headquarters by Facilities Management. HQ chairs should box any items that you would like to have moved, being sure to clearly mark all items with the class year and headquarters location.
- ◆ Follow the same procedure and clearly mark any items to be returned to the locker on Sunday. Items will be returned on Monday by Facilities Management staff. Please be careful not to return more than the locker will hold; as you know, some lockers are shared between two classes. Any material that your class would like to donate to the College Archives should also be clearly marked.
- ◆ The class headquarters is a central location for your classmates to gather. Facilities Management provides a cooler with ice for headquarters beginning with the date designated for setup and ending Saturday evening. Bottled water is no longer provided; classes must provide their own pitchers and will have access to filtered water in house dining rooms. Please note that all other items for headquarters are the responsibility of the class.
- ◆ Decorations may be as elaborate as your reunion theme allows or as simple as photos of classmates over coffee. In the past, many classes have used small plants, streamers, pictures, non-perishable food stuffs, colorful posters, mailbox/message box, table linens, paper towels, and class memorabilia.
- ◆ Other items that are helpful for the class to have at headquarters include: masking tape, adhesive tape, push pins, tacks, paperclips, rubber bands, pens, pencils, markers, notepads, paper, message pads, stapler, extension cords, three pronged adapters.
- ◆ Please do not plan on using any materials or decorations that are easily flammable. Be prepared to hang decorations from picture moldings. Use of scotch tape or another adhesive product is prohibited on any surface. Please note that all campus houses have permanent bulletin boards that may be used to display materials.

# SAMPLE CLASS ELECTION SLATE FORM

*This form may be submitted before or during Reunion, but no later than June 1*

Name of person completing form _____	
Position _____	E-mail _____
Date submitted _____	Class _____

*PLEASE PRINT CLEARLY AND USE FULL NAMES*

President \_\_\_\_\_  
*current last name                      undergraduate last name                      first name*

Co-President \_\_\_\_\_  
*if applicable                      current last name                      undergraduate last name                      first name*

Vice President \_\_\_\_\_  
*current last name                      undergraduate last name                      first name*

Co- Vice President \_\_\_\_\_  
*if applicable                      current last name                      undergraduate last name                      first name*

Treasurer \_\_\_\_\_  
*current last name                      undergraduate last name                      first name*

Co-Treasurer \_\_\_\_\_  
*if applicable                      current last name                      undergraduate last name                      first name*

Secretary \_\_\_\_\_  
*current last name                      undergraduate last name                      first name*

Co-Secretary \_\_\_\_\_  
*if applicable                      current last name                      undergraduate last name                      first name*

Web Chair \_\_\_\_\_  
*current last name                      undergraduate last name                      first name*

Please return this form to:      Assistant Director for Reunions and Classes, AASC  
The Alumnae House  
33 Elm Street  
Northampton, MA 01063  
800 526.2023, option 4  
fax 413 585.2015

# SAMPLE REUNION FINANCIAL REPORT

Available as an MS Excel spreadsheet upon request

Class of \_\_\_\_\_

Reunion dates \_\_\_\_\_

## Income

<u>Item</u>	<u>Cost per</u>	<u>Estimated Number</u>	<u>Budgeted</u>	<u>Actual number</u>	<u>Actual</u>
Dues: One year					
Dues: Five year					
Dues: Life					
Class registration fees					
Contributions from officers, etc.					
Loan from class treasury					
Other					
<b>Total income:</b>					

## Expenses

<u>Item</u>	<u>Cost per</u>	<u>Estimated Number</u>	<u>Budget</u>	<u>Actual number</u>	<u>Actual</u>
Travel and/or meal expenses for Reunion Chair and co-chair or one other officer to observe the reunion prior to your class's reunion.					
Fall newsletter					
Winter newsletter					
Spring newsletter					
Reimbursements to officers for class business expenses ( <i>conference calls, phone bills, postage</i> )					
Class officer meeting ( <i>travel, lodging, meals</i> )					
Headquarter expenses ( <i>decorations, supplies, refreshments, rentals</i> )					
Nametags					
Centerpieces/decorations for meals					
Directory or Classbook ( <i>see notes on page 33 &amp; 36</i> )					
Gifts to recognize classmates who help with Reunion ( <i>optional</i> )					
Honoraria for faculty speakers ( <i>optional</i> )					
Questionnaire					
Parade signs					
Novelty items/souvenirs "souvenirs" ( <i>price each x attendees - generally classmates only</i> )					
Travel grants					
Reimburse loan from class treasury					
Contingencies					
Meals for observers from the class following yours					
Unpaid meals					
Class gift					
Other					
<b>Total expenses:</b>					