



ALUMNAE ASSOCIATION
of SMITH COLLEGE

Alumnae House
33 Elm Street
Northampton, Massachusetts 01063
T (800) 526-2023 (413) 585-2040
F (413) 585-2015

February 4, 2009

Dear class meal chairs for Reunion 2009,

Enclosed you will find a *Meal Activities Planning Form* and a list of local vendors. Please return the completed Meal Activities Planning Form by **February 28, 2009**. **Even if you do not have any setup requirements**, please return the form with a note specifically indicating you have no setup needs.

If you are planning an after-dinner program that will last longer than 30 minutes after dessert is cleared (approximately 8:30 p.m.), we request that you hold it in an area other than the dining room. If this is the case, contact me as soon as possible and I will work with you to find appropriate space for your program. Indicate the name of the speaker or group, if applicable, on the form. If you need additional space to provide program information, feel free to attach an additional sheet or continue on the back of the form.

Each meal site will have a registration table. You should plan to staff this table, to check names of pre-registered classmates and to sell meal tickets as necessary. This is an important task, as *any meals served in excess of the counts provided to the caterer will be paid from your class registration fees*. Please work with your Reunion Chair and the nametag chair to coordinate a system (such as stickers on nametags) to expedite check-in at meals.

Please contact me if you have any questions or need additional information. I look forward to seeing you in May!

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy'.

Amy S. Holich-Dunn AC '05
Assistant Director for Reunions and Classes
800 526.2023, option 4
413 585.4406
fax 413 585.2015
aholich@email.smith.edu

cc: 2009 Reunion Chairs

encl: *Meal Activities Planning Form*
Suggested Vendors list

SUGGESTED VENDORS

This is only a sampling of suggested 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

Stop & Shop Florists
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y Florists
136 North King Street
Northampton, MA 01060
413 584.6137
www.bigy.com

DECORATING/ BALLOONS

Michael's
325 Russell Street, Route 9
Hadley, MA 01035
413 582.0784
www.michaels.com

Stop & Shop Florists
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y Florists
136 North King Street
Northampton, MA 01060
413 584.6137
www.bigy.com

FRUIT BASKETS & DELI PLATTERS

State Street Fruit
51 State Street
Northampton, MA 01060
413 584.2301
www.statestreetfruit.com

Serio's Market
65 State Street
Northampton, MA 01060
413 584.2633
www.seriosmarket.com

Super Stop & Shop
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y
136 North King Street
Northampton, MA 01060
413 584.6137
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

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

New England Promotional
Marketing
15 Main Street, Box 1046
Wilbraham, MA 01095
413 596.4800
Outside MA: 800 334.1260
www.nepm.com

Razz-m-Tazz
Promotional Products
Marlborough, MA 01752
508 486.9025
800 253.8668
www.impressivepromotions.com

SCREEN PRINTING

Kennedy Screen Graphics
50 Green Street
Northampton, MA 01060
800 287.2124
413 584.2124
www.kennedysg.com

Pacific Printing
19 Damon Rd
Northampton, MA 01060
413 585.5700
800 352.0752
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/

MUSIC EQUIPMENT RENTAL

Downtown Sounds
21 Pleasant Street
Northampton, MA 01060
413 586.0998
800 564.8863
www.downtownsounds.com

SOUND SERVICE

Klondike Sound Company
I-91 Industrial Park
Greenfield, MA 01301
413 772.2900
www.klondikesound.com

Spearit Sound
351 Pleasant Street
Northampton, MA 01060
413 584.9547
www.spearitsound.com

PHOTOGRAPHERS

Pivot Media Inc.
Jim Gipe, Photographer
30 Main St
Florence, MA 01062
413 584.5302
www.pivotmedia.com

Hawkeye Photographers
249 South Street
Northampton, MA 01060
413 584.0862
www.hawkeyephotography.com

VIDEOGRAPHERS

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