



ALUMNAE ASSOCIATION
of SMITH COLLEGE

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

December 5, 2008

Dear Vice Presidents and Reunion Chairs for Reunion 2009,

Greetings from Northampton! We have been working during recent months to assign class Reunion spaces and design menu offerings for Reunion classes. The locations designated for each class represent the best balance between the size of the various groups, facilities available, and class requests.

Enclosed is the *Meal Planning Guide – Reunion 2009*, which contains menus available for class dinners, guidelines for planning class meal events, and forms that you will need to complete and return by the dates indicated. All meals will be provided by Smith College Dining Services or Seth Mias Catering, an excellent local catering company with whom we are pleased to be working.

Follow these easy steps to make your meal selections:

- ☞ Determine which of your class meals will be catered by Dining Services or Seth Mias Catering by looking at your assigned meal spaces (on pages 12 and 13 of the Meal Planning Guide);
- ☞ Working with your meal chairs, select a menu and the desired alcohol service you would like for each meal;
- ☞ Complete the *Per Meal Price Calculation Form*;
- ☞ Return it to me by **Tuesday, January 10, 2009**.

This mailing is being sent to each Vice President and Reunion Chair(s). If you have a co-chair, please decide which of you will return the forms, and return **only one Per Meal Price Calculation Form**. Once the menus have been selected, your meal chairs will take over planning the details of the meal: arranging for centerpieces, decorations, linens, and programming/entertainment. The *Meal Activities Planning Form* will be sent directly to meal chairs later this month (a copy of this form is included in the *Meal Planning Guide*).

If you have not submitted your Reunion Committee Form or class registration fee to me, please do so as soon as possible. It is especially important that we have the names of your meal chairs by January 10, so we can send the *Meal Activities Planning Form* and associated materials to them.

All forms are also available on the AASC website, at http://alumnae.smith.edu/volunteer/reunion_tools.php.

THINGS TO CONSIDER...

Observers: As you were invited to observe reunion this past spring, the Vice President(s) and/or Reunion Chair(s) from the class following yours will be invited to observe Reunion 2009. They are traditionally invited as guests of your class for the Friday night dinner. All other meals, transportation, and expenses are the responsibility of the observer's class. Observers should generally be included in all of your class activities. Contact information for Vice Presidents and Reunion Chairs for Reunion 2010 is enclosed. Please send them any newsletters your class has produced in the last six months and include them in the mailing of all future newsletters.

Child Care: Please note that child care will be provided by Children's Conference Care on both weekends. Complete details will be contained in the Reunion registration booklet that will be sent to all alumnae in reuning classes in February, and information will be posted on the AASC Web site as it becomes available.

Americans With Disabilities Act of 1990: This law mandates that activities and events open to the public be conducted in such a way as not to discriminate against persons with disabilities. The types of activities and events covered by this law include theater performances, concerts, lectures, exhibitions, and activities of entertainment or recreation.

While class events are not open to the public, the Alumnae Association and the college work very hard to comply with the spirit of this legislation in every respect. Please let me know if someone with special needs from your class is planning to attend Reunion, as we may need to make special arrangements for her.

Please don't hesitate to contact me if you need further information or have any questions. Many thanks and happy planning!

Sincerely,



Amy S. Holich-Dunn AC '05
Assistant Director for Reunions and Classes
800 526.2023, option 4
413 585.4406
413.585.2015 (fax)
aholich@email.smith.edu

encl: *Meal Planning Guide – Reunion 2009*
(including space assignments for both weekends)
List of Reunion 2010 Vice Presidents and Reunion Chairs