



ALUMNAE ASSOCIATION  
of SMITH COLLEGE

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August 28, 2008

Dear Vice Presidents and Reunion Chairs,

Greetings from Northampton – I hope you are having a wonderful summer! This is the first in a series of mailings you will receive from the Alumnae Association between now and next May. It includes important campus information, planning information to help you estimate Reunion and meal attendance, and forms on which you will provide initial information about your reunion team and space requests (the ***Reunion Committee Planning Timeline*** and the ***Preliminary Reunion Schedule*** for Reunion/ Commencement weekend or All Reunion weekend, depending on which weekend your class will reunite). It also contains important information regarding changes to the college schedule for the weekends, as well as AASC programming changes.

Each mailing you receive will contain information to help in your Reunion planning efforts, and forms on which you will indicate specific preferences concerning Reunion and class events. All mailings will be also posted on the AASC website as they are sent, under **Volunteer/Tools for Reunion Planners**. In addition, please refer to your **Reunion Planning Guide** frequently throughout the planning process, as it contains detailed information. The Handbook is also posted on the AASC Web site; information regarding Web access to this information is provided later in this letter. Finally, please don't hesitate to contact me at any time with questions or to discuss any aspect of planning your Reunion.

We've made some important changes to the schedule over the past couple of years, which are described later in the letter, so **please be sure to read this entire letter carefully**.

**Information return deadlines:** Please note that the deadlines for returning forms and information are very real, and necessary for us to both provide the appropriate level of support and also request the assistance of other campus departments in a timely manner. We will be especially diligent in reminding you of deadlines.

**If your class has co-Reunion or committee chairs, please submit just one copy of the required forms.** All forms should be returned to me via mail or fax; my contact information is at the end of this letter.

# *The details...*

## ESSENTIAL INFORMATION

Reunion 2009 dates:

**Commencement/Reunion weekend (Reunion I), May 14<sup>th</sup> to 17<sup>th</sup>**  
*(Classes of 1944, 1959, 1984, and 1999)*

**All Reunion weekend (Reunion II), May 21<sup>st</sup> to 24<sup>th</sup>**  
*(Classes of 1929, 1934, 1939, 1949, 1954, 1964, 1969, 1974, 1979, 1989, 1994, and 2004)*

**Assembling a Reunion Committee:** To help coordinate Reunion, a Headquarters Chair, Parade Chair, Meal Chair(s), and Program Chair should be appointed. Please complete the enclosed *Reunion Committee Form* and return it to me by **September 20, 2008**. Job descriptions for these positions are in the Reunion Planning Guide. Other positions you might consider are a Reunion co-chair, house representatives chair, a mini-Reunion chair, a programming chair, a website chair, a spouse/ partner activity chair, a nametag chair, and/or a parade sign chair.

**Theme:** If your class doesn't already have a theme, the Reunion team should select one as soon as possible. A Reunion logo should be designed that incorporates your class color (a list is included in the Reunion Planning Guide), and the theme should carry through all your class correspondence, newsletters, website, parade signs – anything your class sees or receives having to do with Reunion.

**What is your Reunion budget?** Work closely with your class treasurer to determine a Reunion budget for your class, referring to the worksheet included in the Reunion Planning Guide. Things you will need to decide are: How much can the class afford to spend on class mementos? Headquarters amenities? What will you charge for your class registration fee? How will the treasurer disburse funds – will invoices be mailed directly to the treasurer or does she prefer to disperse funds in advance to the Reunion chair?

**Registration:** The AASC processes all Registration, Alumnae College, housing, and meal fees. After Reunion, we remit the class registration fees, less any amount owed to on-campus departments or vendors for which the AASC arranged services, to the class treasurer.

## REUNION PROGRAMMING

**AN IMPORTANT COLLEGE SCHEDULE CHANGE** was made for Commencement 2006 that affects Reunion programming. Commencement is now held at 10 a.m. on Sunday (May 17). Because of this change, brunch is now offered to the 50<sup>th</sup> Reunion class only. Based on feedback from previous Reunion classes regarding Sunday brunches,

this change has also been carried over to All Reunion weekend. The Bed & Breakfast fee includes breakfast each morning, with an expanded menu on Sunday morning, and there will be ample opportunity for classmates to gather for a leisurely breakfast before Reunion ends.

**Determining your campus space needs:** Enclosed is a sheet indicating the *Reunion 2008 Meal Counts* for the classes ending in 3 and 8 that reunied this past May (2008). Please refer to this and the **REUNION ATTENDANCE AVERAGES** in the Reunion Planning Guide (page 40 and 41) to estimate how many classmates will come to Reunion and attend each meal. Also enclosed are documents titled *Smith Houses at a Glance - 2008*, which provides current information on residence houses, and *Reunion Event Spaces*, which provides information on dining and meeting spaces.

**Reserving campus space:** Please complete the enclosed *Space Request Form* and return it to me by **September 20, 2008**. We will work with College Dining Services and Physical Plant to determine the space needs for each Reunion class. If more than one class requests the same space, assignments will be made based on the historical number attending a particular Reunion, as well as class seniority. The 50<sup>th</sup> Reunion class has priority for space assignments on Reunion/Commencement weekend.

If your class would like a specific space for cocktails that is not connected with the venue, please indicate this on your **Space Request Form**.

**PLEASE NOTE: The AASC will make space changes based on registrations for any event or activity.**

**Events and Speakers:** If your class is interested in hosting a performance, please make a note on the *Space Request Form*. If you request performance space in a Theater Department building, please be aware that the class must pay for stage set-ups, staff to work the performance, and any other costs associated with producing a performance. **Please do not promote any performances to your class until you receive notification that the space request has been approved.**

Many classes invite faculty or senior staff members to speak at a dinner or participate in a panel discussion during Reunion. Please refer to the **Speakers Program** brochure, available as a PDF on the AASC Web site at <http://alumnae.smith.edu/groups/speakers.pdf>, (under **Connect/Speakers** on the menu bar). If you engage a faculty speaker, these plans must be indicated on the **Class Activities Planning Form** that you will receive as part of a later mailing. **PLEASE NOTE: Classes must contact speakers directly.** Members of the faculty are enthusiastic about talking to alumnae groups; however, we encourage you to make contact soon, as their schedules fill quickly.

**Please DO NOT schedule class programming in conflict with Alumnae College on Friday (9 a.m. to 3:15 p.m.).**

**Alumnae College:** The recent "re-tooling" of this intellectual component of Reunion has been very well received. As always, Alumnae College will be held on Friday of

each Reunion weekend (May 15 and 22), and the redesigned educational program presents more variety, more flexibility, and more topics. The *a la carte* schedule allows participants to replicate their undergraduate days through a variety of short sessions taught by Smith faculty, including samplings from the arts, humanities and sciences. The flexible pricing structure allows participants to select one or two classes and/or the luncheon presentation, joining others for lively conversation before reconnecting with classmates for Reunion festivities.

As programming information becomes available, we will post it on the Alumnae Association website and provide it to Reunion Chairs, so you can share it with your class. Detailed information and registration materials will be included in the **Reunion Registration Booklet**.

## **LOGISTICS**

**Housing:** The AASC now handles housing assignments as part of the overall registration process, and classes do not need to appoint a Housing Chair. We continue to include a space on the Reunion registration form to indicate special needs, and will make every effort to house alumnae together or near each other as they request, **if** they register before the early bird deadline. It is important to note that ample public space will be available for socializing.

You should refer to the enclosed **Smith Houses at a Glance – 2008** document for an overview of campus housing. Please bear in mind that the capacity indicated may not be the number of spaces available, as seniors and other undergraduates are still in residence in many houses through both Reunion weekends. The capacity available will dictate how many houses we assign for each class, as well as their proximity to each other.

In addition to on-campus housing, a number of options are available for off-campus accommodations. A list of area hotels/motels appears in the [Reunion Planning Guide](#) or on the Smith College Web site at [http://www.smith.edu/about\\_visit\\_accom.php](http://www.smith.edu/about_visit_accom.php).

**Travel Assistance:** The Alumnae Association is able to provide limited financial travel assistance to reuniting alumnae. More detailed information will be provided in the **Reunion Registration Booklet**, mailed to alumnae in reuniting classes in February.

Some classes have also established their own Reunion assistance fund that enables classmates to attend. This is optional and determined by the class Reunion committee.

## **COMMUNICATIONS**

### **AASC Communications**

**AASC Web site:** If you haven't already done so, please be sure to visit the AASC Web site at <http://alumnae.smith.edu>. Information is provided specifically for you, as class volunteers, on the Tools for Reunion Planners page at [http://alumnae.smith.edu/volunteer/reunion\\_tools.php](http://alumnae.smith.edu/volunteer/reunion_tools.php). You will find information

and forms, as well as the Reunion Planning Guide, as PDF files. They can be read using the Adobe Acrobat Reader, available free from Adobe (a link appears on the AASC Web site). In addition, you will soon be able to download class lists, text files to create mailing labels, and send broadcast emails to your class, using our new **Volunteer Connection** product. The Class Officers Handbook is also available for your reference at [http://alumnae.smith.edu/volunteer/officers\\_tools.php](http://alumnae.smith.edu/volunteer/officers_tools.php).

A **Save the Date email** and subsequent **postcard** will be sent by the AASC to all active members of each Reunion class this fall.

### **Class Communications**

**Class websites and email:** One of the most effective and timely ways to communicate with your class is via the Internet. The AASC is pleased to offer a number of options for hosting class Web sites. If you don't already know a web savvy classmate, advertise for one in the fall newsletter. Classes interested in setting up a Web site should contact Michael Yargeau, the AASC Web and Systems Specialist, for further information. He can be reached via email at [myargeau@email.smith.edu](mailto:myargeau@email.smith.edu), or by phone at 800 526.2023, option 4. Several classes have Web sites – to see them, visit <http://alumnae.smith.edu/reunions/classes.php>.

You can also send regular Reunion planning updates to your classmates via broadcast email. The AASC is transitioning to a new vendor for the online directory and associated products, so until the implementation is complete, please send the text for your email to Megan Gallagher '07, our Web and Systems Assistant in the AASC, who will send the email for you.

**Newsletters and class mailings:** Please refer to the "Mailing Schedule" in the Reunion Planning Guide for a description and timeline of mailings that we strongly encourage classes to send in the months preceding Reunion, beginning with a fall newsletter. The class president should oversee this task, with your input.

**Information your class president should include in her fall 2008 Reunion newsletter (*this information should also be posted on your class Web site*):**

- Reunion dates and theme
- Class Officer and Reunion Committee names and contact information
- Preliminary schedule of events
- A short article from each member of your class officer team

### **Optional Ideas for your newsletter:**

- Class Reunion survey – What programs would classmates like to see? Topics for panels? What have classmates been doing since graduation or the last Reunion?
- List of classmates who have paid class dues (a later mailing might also include classmates who have registered for Reunion)
- A list of lost classmates, with a request for contact info, if available
- Article from the class nominating chair
- Alumnae College information
- Travel stipend information

Once again, I look forward to working with you. Please contact me if you have any questions or need additional information.

Happy Planning!



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Enclosures: Reunion Committee Planning Timeline  
Reunion Committee Form  
Space Request Form  
Preliminary Reunion/Commencement Weekend Schedule (salmon)  
**OR**  
Preliminary All Reunion Weekend Schedule (orchid)  
Reunion 2008 Meal Counts for classes ending in 3 and 8  
Smith Houses at a Glance - 2008  
Reunion Event Spaces information sheet

## R E M I N D E R !

Please return the completed *Reunion Committee Form* and  
*Space Request Form* by September 20, 2008.