
**REUNION COMMITTEE PLANNING TIMELINE
2008-2009**

The Alumnae Association will mail a series of letters and emails to Reunion Chairs and Co-Chairs, as well as other Reunion Committee members when applicable, between August 2008 and Reunion 2009. 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 website at http://alumnae.smith.edu/volunteer/reunion_tools.php.

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	Deadline date
Submit Reunion Committee Form <ul style="list-style-type: none"> • Indicate Reunion theme • Indicate Reunion registration fee 	September 20, 2008
Submit Reunion Space Request Form <ul style="list-style-type: none"> • Indicate preferred housing, meal sites, and program spaces 	September 20, 2008
Send 1 st Reunion newsletter to class (Class President)	Fall 2008
Submit Per Meal Price Calculation Form (includes meal selections)	January 10, 2009
Send 2 nd Reunion newsletter/reminder to class (Class President) 2007	January/February
Submit Parade Sign Form	February 15, 2009
House reps contact housemates to encourage them to attend Reunion	January – March 2009
Submit Meal Activities & Planning Form for each meal (Meal Chairs)	February 15, 2009
Submit Class Directory Request Form* (<i>optional</i>)	March 15, 2009
Send 3 rd Reunion newsletter/reminder to class (Class President)	March/April 2009
Submit Class Meeting and Program Planning Form	March 1, 2009
Invitation to 2010 Observers for Friday Dinner	March 15, 2009
Submit Headquarters Planning Form (HQ Chair)	April 1, 2009
Post-Reunion: Submit Class Slate	June 1, 2009
Submit Reunion Report	June 30, 2009
Remind Treasurer to submit Reunion Financial Report	June 30, 2009

****Due to Reunion preparation and registration, requests for lists, labels, and camera-ready directories must be received March 15th.***