
SPACE REQUEST FORM
Please return this form by September 20, 2008

If your class has co-Reunion chairs, submit only one copy of this form.

Reunion Chair _____ Class _____ RI RII

Email _____ Phone _____

Please refer to the *Smith Houses at a Glance* and *Reunion Event Space* enclosures as guides for choosing space. Based on the approximate number of alumnae and guests you anticipate will attend your reunion, indicate your first, second and third choice for location.

The AASC and other supporting college departments will work together to assign space. **The AASC reserves the right to make space changes for any event.**

Three things are taken into consideration in assigning space:

- the number expected to attend your class reunion
- the availability of kitchens and dining staff
- the seniority of your class

All class headquarters will be located in residences to which classes are assigned for housing.

Thursday dinner and Friday lunch are organized college by Dining Services at a single designated site. Breakfast is served each morning in certain college houses, with an expanded breakfast on Sunday morning. Saturday lunch will be organized by Dining Services and centrally distributed. **The class is not responsible for planning these meals.**

THIS REQUEST FOR SPACE IS NOT A GUARANTEED RESERVATION.

Housing:

Please list the student residences or general area of campus your class would prefer.

1. _____ 2. _____ 3. _____

Friday Dinner (class is responsible for menu selection):

1. _____ 2. _____ 3. _____

Saturday Dinner (class is responsible for menu selection):

1. _____ 2. _____ 3. _____

Class Meeting & Saturday afternoon program:

1. _____ 2. _____ 3. _____

Other class programming (i.e. panel discussion, speaker, after-dinner program); please describe:

1. _____ 2. _____ 3. _____