



ALUMNAE ASSOCIATION  
of SMITH COLLEGE

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December 2, 2011

Dear Vice Presidents and Reunion Chairs for Reunion 2012,

Greetings from Northampton! We have been working in recent weeks to assign class Reunion spaces and design menu offerings for Reunion classes. Enclosed is the *Meal Planning Guide – Reunion 2012*, which contains menus available for class dinners, guidelines for planning class meal events, space assignments, and forms you need to complete and return by the dates indicated.

Smith College Dining Services or Seth Mias Catering, an excellent local catering company with whom we are pleased to be working, will provide all meals.

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);
- ☞ Work with your meal chairs to select menus and desired bar service for the Friday and Saturday class dinners;
- ☞ Complete the *Per Meal Price Calculation Form*;
- ☞ Return it to me by Thursday, December 15, 2011.

This mailing is being sent to all Vice Presidents and Reunion Chairs. 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 are selected, your meal chairs will take over planning the details of the meal: arranging for centerpieces, decorations, and programming/entertainment. The *Meal Activities Planning Form* will be sent directly to meal chairs later this month (a sample copy of this form is included in the *Meal Planning Guide*).

Some information that may be helpful as you and your planning committee talk with classmates: the AASC makes no profit from Reunion or meal fees; in fact, we subsidize approximately \$70 of each Reunion registration. Meal costs are passed directly from caterers, so we keep no part of the meal fees (with the exception of unpaid meals). Dinner prices include a social hour with appetizers, salad, entrée, dessert with coffee or tea, and wine during dinner, as well as required Massachusetts meal tax. To compare, at a restaurant, you might order one or two mixed drinks and an appetizer, followed by a full meal with a salad and a couple of glasses of wine, and end with a dessert and coffee. With tax and tip, restaurant meals would almost surely cost at least the same amount, and likely

more. In general, when people understand all that is included, the prices seem much more reasonable.

*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 December 31, so we can send the *Meal Activities Planning Form* and associated materials to them after the holiday break.

All forms are also available on the Class Volunteer Resources page of the AASC Web site at [http://alumnae.smith.edu/class\\_resources](http://alumnae.smith.edu/class_resources).

As you were invited to observe Reunion this past spring, the Reunion Chairs for the class following yours will be invited to observe Reunion 2012. They are traditionally invited as Friday dinner guests of the class they are observing. All other Reunion expenses (registration, meals, transportation, etc.) are the responsibility of the observer's class. Observers should generally be included in all of your class activities. Contact information for Reunion Chairs for Reunion 2013 is enclosed. Please send them any recent class newsletters or correspondence and include them in all future class correspondence.

Please contact me if you need further information or have any questions. Many thanks and happy planning!

Sincerely,



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encl: Meal Planning Guide – Reunion 2012  
(including space assignments for both weekends)  
List of Reunion 2013 Vice Presidents and Reunion Chairs