
REUNION COMMITTEE PLANNING TIMELINE

2011-2012

The Alumnae Association will send a series of mailings to Reunion Chairs and Co-Chairs, as well as other Reunion Committee members when applicable, between Fall 2011 and Reunion 2012. 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 Web site at <http://alumnae.smith.edu>, under Volunteer/Class Resources.

If you have any questions, or if you need additional information, please contact the Assistant Director for Events and Programs 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 	Fall 2011
AASC sends save-the-date postcard to alumnae in Reunion classes	Fall 2011
Reunion e-newsletter to class (Class President)	Fall 2011
Submit Per Meal Price Calculation Form (includes meal selections)	Mid-January 2012
Reunion e-newsletter/reminder to class (Class President)	January/February 2012
Submit Parade Sign Form	Mid-February 2012
House reps contact housemates to encourage them to attend Reunion	January – March 2012
Submit Meal Activities & Planning Form for each meal (Meal Chairs)	Mid-February 2012
Reunion Registration materials sent to alumnae in Reunion classes	Mid-February 2012
Submit Class Directory Request Form (<i>optional</i>)	by March 15, 2012
Reunion e-newsletter/reminder to class (Class President)	March/April 2012
Submit Class Meeting and Program Planning Form	Early March 2012
Invite to 2013 Observers to Friday Dinner	Mid-March 2012
Submit Headquarters Planning Form (HQ Chair)	Early April 2012
Post-Reunion: Submit Class Slate	June 1, 2012
Submit Reunion Report	June 30, 2012
Remind Treasurer to submit Reunion Financial Report	June 30, 2012