In May of each year, Smith College welcomes her alumnae back to campus for Reunion. This is a time to reunite with classmates and friends – it provides opportunities for networking, exploring the current campus, and a chance to once again experience some of the intellectual life of Smith College.

Each class Reunion has a distinctive character. The class Reunion Chair (formerly Vice President), leads the planning efforts for the class reunion. The Reunion Chair oversees the logistics of her class reunion within the general framework of the Alumnae Association’s Reunion program. Reunion Chairs, with their planning team, create opportunities at class functions for programming and/or entertainment that reflect the special interests of the class, while at the same time leaving enough time for classmates to reminisce, appreciate exciting additions to the campus, and visit old haunts.

This Handbook is designed as a resource for class Reunion volunteers. It outlines in detail the specifics each volunteer needs to do the job, and it is just one of the tools available. We ask that each Reunion Chair familiarize herself with the material in this handbook. While we cover general Reunion planning during on-campus training sessions, this book contains a number of great ideas and suggestions from classes that have had planned recent Reunions especially successfully. In addition, visit the Volunteer/Class Resources area on the AASC Web site at http://alumnae.smith.edu, where you’ll find Reunion planning information and forms. The AASC Web site also always has up-to-date information about the college, the Alumnae Association, various Smith classes, and other alumnae programs. All handbooks are available as PDFs, and new information is posted regularly. We encourage all volunteers to make full use of the resources available on the AASC Web site.

In addition to the information contained in this handbook, class officers also have available as a resource the Classes Committee, comprised of alumnae who have served in various volunteer roles and act in an advisory capacity to current class officers. The AASC provides all current class officers with their names and contact information.

Please note: the information contained in this book is current as of October 2011 and is subject to change. For the latest information, please visit Volunteer/Class Resources on the AASC Web site (at the URL listed above).

Your feedback is appreciated. Please feel free to send comments and suggestions regarding this handbook and the reunion program to:

Amy Holich-Dunn AC ’05
Assistant Director, Events and Programs
Alumnae Association of Smith College
33 Elm Street
Northampton, MA 01063
aholich@smith.edu
800 526.2023, option 4
413 585.4406
FAX 585.2015

Thank you for volunteering for Smith!
CONTACT INFORMATION

The Alumnae House
33 Elm Street
Northampton, MA 01063
Telephone: 800 526.2023

Updating your address........................................................................................................... Press 1
Gift Acknowledgement
Securities

Alumnae Outreach Office ....................................................................................................... Press 4
  ♦ Class Officers
  ♦ Reunion
  ♦ Smith Clubs throughout the U.S. and Abroad
  ♦ Alumnae affinity groups
  ♦ Alumnae Education and symposia
  ♦ Class and Club e-communications
  ♦ Label/List/Electronic file/Directory Requests
  ♦ AASC Travel Program (or call 800-225-2029)

Smith Alumnae Quarterly Publications Office ...................................................................... Press 5
  ♦ Class Notes
  ♦ Advertising in Members Exchange
  ♦ Articles

Smith Fund Office .................................................................................................................. Press 6
  ♦ Gift or Pledge Inquiries or call 800-241-2056
  ♦ Matching Gift Information
  ♦ Credit Card Contributions

Alumnae House Receptionist ............................................................................................... Press 8

Alumnae Association Fax .................................................................................................... 413 585.2073
Alumnae Outreach Fax ........................................................................................................ 413 585.2015
Smith Fund Fax .................................................................................................................. 413 585.2014
Major Gifts Fax .................................................................................................................. 413 585.2047
E-mail ..................................................................................................................................... alumnae@smith.edu
Web site ................................................................................................................................. http://alumnae.smith.edu
The Role of AASC and College Staff

Alumnae Association Staff

The Office of Alumnae Outreach works year-round on the Reunion program. The staff is specifically responsible for:

- Design and production of all Reunion correspondence produced by the AASC, including the Reunion “save the date” postcard, Reunion Registration materials, and the Reunion Resources Web site
- Communicating Reunion dates to alumnae in Reunion classes in the year before Reunion
- Assisting and supporting Reunion Chairs in managing each class program and providing historical Reunion information
- Reunion space assignments (housing, headquarters, and program space)
- Coordinating with various college departments, including Facilities Management (formerly Physical Plant), Dining Services, Educational Technology Services (ETS; formerly Media Services), and student workers to prepare the campus for returning alumnae
- Alumnae College program
- Coordinating with vendors and caterers to provide support for Reunion events

The Smith Fund Staff

The Smith Fund staff works year-round on building support for the annual giving program. Each class has a designated staff person who works directly with Smith Fund volunteers in advancing their class’s fund-raising goals. A member of the Smith Fund office assists Fund Team Coordinators, Class Fund Agents, and Special Gift Chairs in soliciting classmates for their annual gifts, screening classmates for major gift prospects, setting class goals and providing a personal connection and outreach to classmates while promoting the college’s case for support. By giving to The Smith Fund all classmates can honor their Reunion whether or not they can return to campus for their Reunion.

The Classes Committee

The Classes Committee was formed in 2001. Committee members are appointed for a three-year term and serve as liaisons between the Association and class officers. Committee members represent the various class officer positions, decades, and Ada Comstock alumnae. The committee convenes on campus once each year and several times each year via conference call, and help to facilitate class officer conference calls throughout the year.

Classes Committee members help classmates stay connected between Reunions, field questions from class officers, and assist the AASC in determining how we can best support class officers.
ALUMNAE ASSOCIATION STAFF

Carrie Cadwell Brown Ed.M. ’82, Executive Director (ccadwell@smith.edu)

Responsible for the complete, integrated management of the Association staff; implements all AASC policies, represents the AASC to all constituencies.

Jad Davis, Executive Assistant (jaddavis@smith.edu)

Provides administrative and secretarial assistance to the Executive Director, serves as secretary to the President of the Association. Serves as the staff liaison for the Board of Directors, Board committees, and the Nominating Committee.

ALUMNAE ENGAGEMENT and LEADERSHIP

Samantha Pleasant, Director, Alumnae Engagement (spleasan@smith.edu)

Oversees the development, support and training of all traditional (Club, Class, and Affinity/Special Interest officers and committees) and new, short-term opportunities for alumnae volunteering.

Colleen O’Mara, Associate Director, Alumnae Engagement (comara@smith.edu)

Works within the Alumnae Association – particularly within the areas of professional engagement and careers – that strengthen connections and increase alumnae and student support and affiliation to Smith College.

Meri Hoverman, Assistant Director, Alumnae Engagement (mhoverma@smith.edu)

Supports the development, support and training of all traditional (Club, Class, and Affinity/Special Interest) officers and committees and serves as staff liaison to committee chairs who serve on the Alumnae Association Board of Directors.

Joy Williamson, Office Coordinator and Budget Liaison (bjwillia@smith.edu)

Provides administrative support to the Senior Associate Director; oversees budgets in the Alumnae Outreach department; coordinates Reunion programming for earliest classes.

Annie Croteau, Program Coordinator, Alumnae Engagement (acroteau@smith.edu)

Coordinates and supports all aspects of program planning for affinity groups, clubs, and undergraduate outreach. Manages the Speaker Program. Attends and assists with AASC events as needed.

EVENTS and PROGRAMS

Betsy Hopkins, Director, Events and Programs (bhopkins@smith.edu)

Develops, designs and implements programs and events with a strong intellectual component/aspect, with the goal of increasing alumnae affiliation with and support of Smith College.

Amy Holich-Dunn AC ’05, Assistant Director, Events and Programs (aholich@smith.edu)

Supports the development, design and implementation of programs of interest to alumnae with the goal of increasing alumnae affiliation with and support of Smith College. Responsible for developing and executing the annual Reunion program.

Nancy Streeter Howes, Program Coordinator, Events and Programs (nhowes@smith.edu)

Participates in all aspects of program planning for alumnae programs and special events; manages the Reunion Student Worker Program; and manages related projects as assigned.
Peg Bielunis, Program Assistant, Events and Programs
(pbieluni@smith.edu)
Supports alumnae programs and special events, including Reunion, with all aspects of data management; supports programs and events planning and implementation; and manages related projects as assigned. Coordinates Reunion planning for the 65th, 70th, 75th and 80th Reunion classes.

SMITH TRAVEL

Elizabeth Bigwood, Assistant Director for Smith Travel
(ebigwood@smith.edu)
Responsible for administering all facets of the Smith Travel Program, including coordination with tour operators, travelers, faculty representatives; maintains the Travel Program budget.

Rebecca Washut, Program Assistant for Smith Travel
(rwashut@smith.edu)
Provides administrative support to the Assistant Director for Smith Travel.

COMMUNICATIONS and SMITH ALUMNAE QUARTERLY

John MacMillan, Director of Alumnae Communications
(jmacmill@smith.edu)
Responsible for all aspects of publication of the Smith Alumnae Quarterly. Works with managing editor on budget matters, and coordinates circulation. Oversees all communications for the AASC and Office of Development.

Elise Gibson, Managing Editor
(egibson@smith.edu)
Responsible for publication of the Smith Alumnae Quarterly; supervises student intern; manages advertising program and monitors budget.

Cheryl Dellecese, Associate Director for Print and New Media
(cdellece@smith.edu)
Creates and distributes content to alumnae of Smith College both in print and online; writes and edits stories; produces array of new media content, including video and audio; ensures established standards are met and that the AASC Web site is updated regularly.

Jane Falla, Assistant Director
(jfalla@smith.edu)
Responsible for publication of the Smith Alumnae Quarterly; serves as liaison to class secretaries; supervises student worker.

Michael Yargeau, Web and Systems Specialist
(myargeau@smith.edu)
Responsible for designing and maintaining the AASC Web site; manages data for the Alumnae Outreach office; and has comprehensive responsibility for the entire Reunion registration process.

Megan Gallagher ’07, Web Design/Reunion Registration Assistant
(mgallagh@smith.edu)
Assists Web and Systems Specialist with design and maintenance of the AASC Web site, and assists with oversight of the Reunion registration process.
Reunion Chair Responsibilities

General Duties

- Organize all aspects of class Reunion, including selection of the Reunion theme and the overall class programs, budgeting for the event and acting as a liaison with the AASC for specific arrangements.
- Consider choosing a Reunion co-chair to complement your interests and abilities, and to provide support and assistance through Reunion planning.
- Appoint the chairs of various programs and events, outline their duties and responsibilities, consult with them frequently, follow up on plans, and make deadlines clear. Solicit requests for help well in advance of Reunion, and share tasks/responsibilities will all those classmates expressing interest. The larger the committee, the broader the interest from the class.
- Observe the Reunion prior to your class Reunion and attend the Reunion planning training approximately eighteen months before your Reunion.
- Provide information to the class president for class communications.
- Invite the Reunion Chair(s) of the class having its comparable Reunion the year following yours to observe at Reunion, and to be your guest(s) for the Friday class dinner. You may invite her/them to be your guest(s) at other meals, if your class treasury can support it.
- Work closely with Alumnae Association staff in planning your class events and programs within the context of the larger Reunion program.
- Communication with class Fund Team on goals and progress throughout the year.
- Check with all committees, following Reunion, to see that the records and memorabilia of permanent value to the class are stored until the next Reunion. Each class has a locker in the Alumnae House. The Alumnae Association maintains a set of keys and you may access your locker when the Alumnae House is open.

Each class should keep its own Reunion notebook to be added to and revised by the Reunion Chair immediately following each Reunion. A complete notebook may include:

- A list of classmates sorted by senior house, or their house during their last year at Smith (data is available from the Alumnae Association)
- Past Reunion mailings
- Past Reunion budgets and financial reports
- Past Reunion Chair’s reports, including ideas from committee members
- A list of past Reunion committee members
- Lists of those attending past Reunions, total attendance, and awards received

It is your responsibility as Reunion Chair to ensure that the information you pass on is as complete and helpful as possible – you may store it in your class locker at the Alumnae House until your successor is elected.
RECRUITING VOLUNTEERS TO ASSIST WITH REUNION

The success of the Reunion program depends in large part on the active participation and commitment of class volunteers. Reunion Chairs should recruit volunteers to assist with the Reunion program. There are four basic steps to committee leadership:

1. Identification

   Based on the job to be done, determine what qualities are necessary in a volunteer.

   Ask classmates to identify other classmates who may have professional ties to a specific Reunion-related job (printer, publisher, souvenir vendor, or designer, for example).

   Class lists with career information are available from the Alumnae Association.

2. Matching/Recruitment

   Give specific job descriptions to the classmates volunteering, make sure they understand the commitment, and discuss what the job entails.

   If possible, connect the Reunion volunteer with someone who has done that job in the past.

   Recruit volunteers early in the Reunion cycle; preferably at or immediately following Reunion, while enthusiasm is high.

3. Supervision

   Establish a rapport with all volunteers on the team, maintaining an open channel of communication. E-mail distribution lists and frequent conference calls are very useful.

   Do not be afraid to delegate – volunteers need to know they are accomplishing specific tasks.

   Concentrate on giving guidance first, then help as needed.

4. Recognition

   Provide adequate support and be sure to thank your classmates for their assistance – both privately and publicly, in class communications, and at Reunion.

Reunion Planning Committee

Involving as many people as possible in reunion planning helps to build enthusiasm. Reunion committee membership provides an excellent opportunity for developing interest in both the class and the general Reunion program.

In addition to the Reunion Chair, the following positions help coordinate Reunion planning efforts:

- Headquarters Chair
- Alumnae Parade Chair
- Friday Class Dinner Chair (may be single “Meal Chair” for both evenings)
- Saturday Class Dinner Chair (may be single “Meal Chair” for both evenings)
- Program Chair
- House Reps Chair
- Mini-Reunion Chair

Many classes appoint additional chairs to broaden the Reunion team and generate even more interest in Reunion. Other helpful volunteers are:

- Spouse/Partner/Family Activity Chair
- Nametag Chair

The Alumnae Association will ask you to complete and name your Reunion committee by mid-September of the year prior to Reunion. Forms for planning each event – equipment, audio-visual needs, and set-ups, as well as parade sign copy – will be sent to each committee chair as appropriate, and will be posted on the AASC Web site. These forms should be completed and returned to the Alumnae Association by the due dates indicated. Sample forms may be found in the appendix of this handbook.
HEADQUARTERS CHAIR

Class headquarters serves as a meeting and informational place for classmates. The Headquarter Chair is responsible for setting up the headquarters and staffing it with classmates throughout the weekend. Classmates pick up their nametag and get information on class activities at the Class Headquarters, as well as any gifts from the class (souvenirs), after registering at the Alumnae House. Further details are available in the Class Headquarters section on page 23.

The AASC strongly suggests that the Headquarter Chair be a classmate who lives within driving distance of Northampton, to facilitate pre-Reunion research trips and make the transportation of materials during reunion easier.

Class headquarters should be open and staffed at all times when the Alumnae Parade and specific class events are not scheduled.

Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and can be accessed when the Alumnae House is open. You may decide to appoint a display chair to coordinate any sort of exhibit.

An informational sheet is sent to Headquarter Chairs during the winter prior to Reunion, and includes details about what is provided at headquarters, a list of suggested materials to have available, and a list of vendors who can assist in ordering specific supplies. A sample of the Headquarters Form is at the end of this handbook.

ALUMNAE PARADE CHAIR

The Parade Chair is responsible for the following:

- Providing the wording for the parade signs to the AASC by the due date indicated on the form
- Receiving indoor and outdoor parade plans, parade route, and marching order, and announcing these plans at Friday night class dinner
- Reminding her classmates to dress in white attire (or costumes of the era) on the day of the parade
- Assisting her class in parade lineup and ensuring that class officers are in the proper places and ready to fall in line to march

General Parade Sign and Parade Guidelines

- Parades signs must be submitted to and approved by the AASC. Signs should convey the general class reunion theme and be brief and clever – generally four lines of approximately four words each (3-6 characters each) is effective. If you have a saying that is considerably longer, we suggest splitting between two signs to be held side-by-side or consecutively in line. Signs are double-sided.

- The number of signs should be determined by the estimated number of classmates who will be marching, generally no more than one sign to every twenty marchers. Remember: the goal is to have a steady line of signs that are easy to read as you march.

- The plan for delivering and collecting signs, and instructions for forming the parade, will be sent directly to the Parade Chair.

- The appearance of the parade is greatly enhanced by an unbroken line of white attire. All marchers should wear white shoes, or white with color. It is the duty of the Parade Chair to remind her
classmates to dress in white attire. Several members of the class may choose to march at the head of the class dressed in gym uniforms or other attire worn by the class as undergraduates. Alumnae should wear ribbons in their class color, which are distributed at registration at the Alumnae House or are available along the parade route on Saturday morning.

- Since 1900, classes have had the class colors of purple (changed to blue during World War II), yellow, red, and green. As a symbol of the Ada Comstock Scholars’ cross-generational composition, Ada Comstock alumnae may also wear rainbow-striped ribbons. A list of Class Colors appears in the appendix of this handbook.

- Class ribbons should be worn from the right shoulder to the left hip.

- A sample of the Parade Sign Form appears at the end of this handbook.

**CLASS DINNER CHAIRS OR MEAL CHAIR**

The Class Dinner Chairs (or Meal Chair, if planning both class dinners) are responsible for planning the evening meal and program, as well as checking in guests as they arrive (to be sure all attendees have paid for their meals).

The Class Dinner Chairs and Reunion Chair jointly select meals for the entire weekend, and all other arrangements for programming, decorations, linens, and other details are then handled by the individual Class Dinner Chairs.

Classes also have a cocktail party (usually limited to an hour) prior to dinner. The AASC coordinates this part of the evening.

In consultation with the Reunion Chair, the Class Dinner Chair(s) or Meal Chair decides on the general format of the dinner program. Program possibilities include a speaker, a discussion led by distinguished classmates, short skits, or a musical program. Coordinate with Smith Fund volunteers to announce class totals during the Friday dinner. It is important to remember that the class is likely to be in a festive mood, and a long and serious program may be unappealing to your audience. If you are inviting a speaker who comes from a distance, be sure to plan and budget for accommodations and meals. After-dinner programming should not last longer than one half hour after dessert is cleared, to allow staff to clear and prepare the venue for the next event. If this is the case, the Reunion Chair and Dinner Chair(s) should work with the AASC to find appropriate space for the program.

A Meal Program Planning Form will be sent to each Dinner Chair in January. This form should be completed and returned to the Alumnae Association by the deadline indicated. A sample of the form may be found at the end of this handbook.
**Program Chair**

In cooperation with the Reunion Chair, the Program Chair oversees and coordinates class program planning for the weekend. Programming can effectively draw on the Reunion theme for the weekend, as demonstrated by the class of 1964 in planning for their 45th Reunion in 2009:

“Smith ’64 – Real to Reel to Real,” is a word play on movie media and real life: a teaser of how our lives mirror moving pictures – or is the cinema a reflection of our lives? Both happen! It’s merely a fun way of exploring where we were in the 60’s, how we and the world have evolved over the past 45 years, and where we are today. Reserve your ticket, buy your popcorn, and enjoy the show!”

Programming included “Friday Night at the Movies” (after-dinner discussion groups), their “Saturday Matinee” (a panel discussion of classmates), and the “Saturday Evening Musicale” (an evening of Jazz performed by a classmate). The class also used old movie stills for their parade signs, adding captions that were evocative of their years in Northampton.

**House Representatives and House Reps Chair**

If possible, house representatives should be recruited at the previous Reunion. House reps begin their jobs during January preceding Reunion.

House reps should be familiar with housemates and willing to contact them, either by telephone or via e-mail or written correspondence, to encourage them to attend Reunion. The Reunion Chair or House Reps Chair sends a list with the names and contact information of each housemate to each house rep (lists of Reunion classes with each classmate’s designated senior house are available from the Alumnae Association).

House reps keep in touch with the House Reps Chair or Reunion Chair as they contact housemates, to update them on who has indicated that they expect to attend Reunion. House reps need to be kept informed of class activities, planned Reunion programming, and overall attendance, so they are able to answer classmates’ questions and provide them with the most up-to-date information.

Some effective strategies for House Reps (with thanks to the class of 1968):

- Between October and January prior to Reunion, begin contacting housemates to encourage them to “save the date” and plan to attend Reunion. Review their contact information, and encourage them to update any inaccuracies via the AASC Web site, or note them yourself and forward the updated information to the AASC. This will ensure that they receive Reunion information as soon as it becomes available.
- The most effective message that encourages classmates to attend Reunion is “we want to see you.” The main reason alumnae cite for attending Reunion is to see friends, regardless of the programming planned.
- If a classmate indicates she is definitely coming to Reunion, suggest that she call or e-mail her friends to encourage them to attend. This kind of “telephone/e-mail tree” really helps boost attendance at Reunion; many classmates decide to attend Reunion when they learn that their friends are attending.
- If a classmate isn’t sure about coming to Reunion, make a note of whether or not follow-up contacts are in order. Some alumnae respond to a bit of nudging by a classmate to attend Reunion, while others object to a “hard sell.” Of course, some classmates may have direct conflicts that unfortunately prevent them from attending Reunion.

House reps should encourage classmates who are unable to attend Reunion to send in letters, notes, pictures, or other memorabilia for display at Headquarters.
MINI-REUNION CHAIR

See Mini-Reunions and Pre-Reunion Parties on page 28.

SPOUSE/PARTNER/FAMILY ACTIVITY CHAIR

Similar to the Program chair, many classes assign a classmate (or spouse/partner) to plan an outing or two. This might be a golf outing to a local course, a family activity at one of many great Pioneer Valley attractions, or a scavenger hunt for kids on campus. Visit www.valleyvisitor.com or www.massage-vacation.com/westernMass/ for great ideas and contact information.

NAME TAGS AND NAME TAG CHAIR

Beginning the week after the early bird deadline (generally early April), the AASC will send via e-mail a weekly registration report to Reunion chairs. This report will include the name, nickname, address, and meals purchased for each registered classmate and her guest(s). Many classes appoint a Name Tag Chair to oversee production of name tags.

Classes are responsible for supplying and creating nametags for each classmate and her guest(s). In general, nametags include the first name (or nickname) in large print, the full name (including undergraduate name) on the next line, and often, the city and state of current residency. Most also include a colored dot or some other mark to indicate which meals have been purchased. Many classes also include a class schedule on the reverse of the nametag. The AASC will send a meal registration report to each meal site approximately an hour before the meal begins. The Meal Chair and her committee should check the nametag against the list, to verify that each person attending the meal has paid.
Preliminary Reunion/Commencement Weekend Schedule
5th, 10th, 15th, 20th, and 25th Reunion classes
schedule and locations subject to change

Thursday

The Alumnae House is open 8:30 a.m. to 9 p.m.
3 p.m.
Headquarters and houses open for all alumnae – assigned residence houses
3–8 p.m.
Reunion Registration – Alumnae House
4 p.m.
12-Step Recovery Program meeting
6:30 p.m.
All Reunion dinner (cash bar from 5:30 p.m. - 6:30 p.m.)

Friday

The Alumnae House is open 8 a.m. to 11 p.m.
8 a.m. – 10 p.m.
Reunion Registration – Alumnae House
9 a.m. – 2:30 p.m.
Alumnae College Lecture Program and Luncheon
10 a.m.
An Open Conversation with President Carol Christ
Noon
All Reunion luncheon
4 p.m.
12-Step Recovery Program meeting
5:30/6:30 p.m.
Reunion Class social hours/dinners – in assigned locations

Saturday

The Alumnae House is open 8 a.m. to 11 p.m.
8 a.m. – 3 p.m.
Reunion Registration – Alumnae House
8 – 9 a.m.
Breakfast for current and former AASC Directors and Alumnae Trustees – Alumnae House
8:45 a.m. (9:15 start)
Alumnae Parade and Ivy Day Procession – Chapin Drive to The Quadrangle
State of the College Address and celebration of alumnae gifts
Presenting of Alumnae Association Awards
Last Chapel Awards Convocation – Quadrangle (rain site: ITT)
Noon – 1 p.m.
Box Lunch
1 – 2 p.m.
JYA Reception
1 – 2 p.m.
LGBTQ Reception
1:30 – 2:30 p.m.
President’s Reception
2:30 – 3:30 p.m.
Alumnae of Color Reception
4 p.m.
12-Step Recovery Program meeting
5:30/6:30 p.m.
Reunion Class social hours/dinners – in assigned locations
8 p.m.
Commencement Concert
8 – 10 p.m.
Illumination of center campus with live music

Sunday

The Alumnae House is open 8 a.m. to 1 p.m.
10 a.m.
Commencement Exercises – The Quadrangle
10 a.m.
All Reunion Sunday brunch – Alumnae House
1 p.m.
Residence houses close

Note: Breakfast is served in college houses from 7 to 9 a.m. on Friday, Saturday, and Sunday mornings.
Preliminary All Reunion Weekend Schedule

30th, 35th, 40th, 45th, 50th, 55th, 60th, 65th, 70th, 75th, and 80th Reunion classes

Schedule and locations subject to change

Thursday

The Alumnae House is open 8:30 a.m. to 9 p.m.
3 p.m. Headquarters and houses open for all alumnae – assigned residence houses
3 – 8 p.m. Reunion Registration – Alumnae House
4 p.m. 12-Step Recovery Program meeting
6:30 p.m. All Reunion dinner (cash bar from 5:30 p.m. - 6:30 p.m.) – Smith College Club

Friday

The Alumnae House is open 8 a.m. to 11 p.m.
8 a.m. – 10 p.m. Reunion Registration – Alumnae House
9 a.m. – 2:30 p.m. Alumnae College Lecture Program and Luncheon
Noon All Reunion luncheon
4 – 5 p.m. Smith Travel Program Reception
4 p.m. 12-Step Recovery Program meeting
5 & 5:30/ Reunion Class social hours/dinners – in assigned locations
6 & 6:30 p.m.

Saturday

The Alumnae House is open 8 a.m. to 11 p.m.
8 a.m. – 3 p.m. Reunion Registration – Alumnae House
8 – 9 a.m. Breakfast for current and former AASC Directors and Alumnae Trustees – Alumnae House
8:45 a.m. (9:15 start) Alumnae Parade – Seelye and Neilson Drives to Chapin Lawn
State of the College Address and celebration of alumnae gifts
Alumnae Association Annual Meeting
Presentation of Alumnae Association Awards – Chapin Lawn (rain site: ITT)
Noon – 1 p.m. Box Lunch – central distribution – Campus Center
1 – 2 p.m. JYA Reception
1 – 2 p.m. LGBTQ Reception
2:30 – 3:30 p.m. Alumnae of Color Reception
3 p.m. An Open Conversation with President Carol Christ
4 p.m. 12-Step Recovery Program meeting
4:15 – 5:15 p.m. 60s & 70s Panel Discussion
5 & 5:30/ Reunion Class social hours/dinners – in assigned locations
6 & 6:30 p.m.
8 – 10 p.m. Illumination of center campus with live music

Sunday

The Alumnae House is open 8 a.m. to 1 p.m.
10 a.m. Sunday brunches (All Reunion and 50th Reunion class) – in assigned locations
1 p.m. Residence houses close

Note: Breakfast is served in college houses from 7 to 9 a.m. on Friday, Saturday, and Sunday mornings.
**GENERAL REUNION PLANNING SCHEDULE**

Eighteen months prior to Reunion:

In September, the Reunion chair(s) attend volunteer training specifically for Reunion Planning. Attending this training is one of the most important things a Reunion chair can do, as a great deal of information is provided.

Classes planning milestone reunions – the 50th, 25th, and 10th – should develop a reunion theme and design a logo as early as possible for use on all correspondence with the class. This will provide a consistent visual identity with which classmates will become familiar as Reunion approaches.

During the year prior to Reunion:

In May, the Reunion Chair attends the Reunion of the class immediately preceding hers, to observe their Reunion program. Observing the preceding Reunion is very important in helping to determine what will and will not work for your class’ Reunion.

The Class Secretary should continually be updated on Reunion planning activities for inclusion in the *Smith Alumnae Quarterly* “Class Notes” column.

In August, Reunion Chairs begin to receive regular correspondence via e-mail from the Alumnae Association to plan for Reunion. You will be asked to provide the names and contact information for your committee chairs by mid-September. Space assignments for each class will be made by the AASC and college departments by late October.

The Alumnae Association suggests regular correspondence and updates in the Reunion year. To get an early sense of potential attendance, ask classmates to indicate whether they plan to attend Reunion and/or would like to work on a Reunion committee or project. Be sure to post this information on the class Web site, as well.

In the fall, the Alumnae Association sends a Save-the-Date e-mail, and subsequent postcard, to all alumnae in Reunion classes.

In December, Reunion menus and meal plans are distributed to Reunion Chairs. Meal selections must be submitted to the Alumnae Association in early January.

In February, the Alumnae Association sends out the Reunion registration booklet to all alumnae in reunion classes, and to observers. Concurrently, online registration goes ‘live.’

In March, final requests for HQ and Class Meeting space setups are due to the Alumnae Association.

In May, Reunion!
Reunion Planning Timeline

The Alumnae Association will mail a series of letters and e-mails to Reunion Chairs and Co-Chairs, as well as other Reunion Committee members when applicable, between August preceding Reunion and Reunion. 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 under Volunteer/Class Volunteer Resources/Reunion Planning.

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.

<table>
<thead>
<tr>
<th>Action Needed</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Reunion Committee Form <em>(sample on page 50)</em></td>
<td>mid September</td>
</tr>
<tr>
<td>• Including Reunion theme</td>
<td></td>
</tr>
<tr>
<td>• Including Class registration fee <em>(worksheet on page 39)</em></td>
<td></td>
</tr>
<tr>
<td>AASC sends save-the-date e-mail and postcard</td>
<td>Fall before Reunion</td>
</tr>
<tr>
<td>Reunion e-newsletter to class (Class President)</td>
<td>Fall before Reunion</td>
</tr>
<tr>
<td>Submit Per Meal Price Calculation Form <em>(sample on page 52)</em></td>
<td>early January</td>
</tr>
<tr>
<td>(includes meal selections)</td>
<td></td>
</tr>
<tr>
<td>Send e-newsletter/reminder to class (Class President)</td>
<td>January/February</td>
</tr>
<tr>
<td>Submit Parade Sign Form <em>(sample on page 55)</em></td>
<td>mid February</td>
</tr>
<tr>
<td>House reps contact housemates to encourage them to attend Reunion</td>
<td>January – March</td>
</tr>
<tr>
<td>Submit Meal Activities Planning Form for each meal (Meal Chairs) <em>(sample on page 56)</em></td>
<td>mid February</td>
</tr>
<tr>
<td>Submit Class Directory Request Form <em>(optional; sample on page 54)</em></td>
<td>March 15</td>
</tr>
<tr>
<td>Send e-newsletter/reminder to class (Class President)</td>
<td>March/April</td>
</tr>
<tr>
<td>Submit Class Meeting and Program Planning Form <em>(sample on page 57)</em></td>
<td>early March</td>
</tr>
<tr>
<td>Invitation to Observers for Friday Dinner</td>
<td>mid March</td>
</tr>
<tr>
<td>Submit Headquarters Planning Form (HQ Chair) <em>(sample on page 58)</em></td>
<td>early April</td>
</tr>
<tr>
<td>Post-Reunion: Submit Class Slate <em>(sample on page 59)</em></td>
<td>at Reunion or by June 1</td>
</tr>
<tr>
<td>Submit Reunion Report <em>(guidelines on page 30)</em></td>
<td>July 31</td>
</tr>
<tr>
<td>Remind Treasurer to submit Reunion Financial Report <em>(sample on page 60)</em></td>
<td>July 31</td>
</tr>
</tbody>
</table>
Due to the number of events held on campus during Reunion, the AASC contracts with fine local caterers to supplement the service provided by Smith College Dining Services. In general, meals held in college houses and dining facilities are catered by Dining Services, while caterers provide meals held at other venues. While menus will be sent to Reunion Chairs only, Reunion Chairs and Dinner/Meal Chairs are responsible for selecting all menus collaboratively. The Meal Planning Guide, which contains menus for all venues, is mailed in December. Caterers will also have staff available to serve wine with dinner and will carry the liability associated with this service.

Dining room seating may be limited to a certain capacity due to fire safety codes, and last-minute changes in space may be necessary, depending on the final numbers expected for the meal. The AASC will notify Reunion Chair(s) immediately if a change in meal venue is imminent. Please note that the AASC may not be able to accommodate last minute meal purchases in these instances.

IMPORTANT NOTE: Since your class will be charged for each meal served, it is important to be sure that everyone who is present at a meal has paid for a meal. It is the responsibility of the dinner/meal chair to check that all alumnae and guests have paid. The cost of any meals served that have not been paid for will be withheld from the class registration fees. The Alumnae Association will provide each Reunion Chair with a list of those pre-registered for each meal. Beginning the first week of April, lists will be sent to the Reunion Chair via e-mail every week. The Reunion Chair is responsible for distributing these lists to her meal chairs.

It is very important that some method be used to verify meal purchase. The AASC suggests one of the following methods:

- The Meal Chair(s) should enlist the help of classmates or student ambassadors to check names against the list of those pre-registered for the meal.
- A colored dot or other mark on the nametag for each meal that has been pre-paid; for example, Friday dinner is designated by a blue dot, Saturday dinner is designated by a red dot, and so on.
- A “meal ticket” for each meal may be inserted in the same protective cover containing the nametag.

Meal lists will be delivered to each meal site within one hour of the beginning of the meal; meal chairs should look for these lists at the meal check-in desk.

**Important!**
A $10 per-meal surcharge is added to all meals ordered after the early-bird deadline. Please encourage classmates to register early to avoid paying the surcharge and to ensure the most accurate number of reservations possible. This will make the meal chairs job much easier.

Centerpieces: Please make arrangements for disbursal of arrangements after the final class meal; many classes raffle or give them to local classmates. You may also deliver them to a local nursing home (after making arrangements in advance).

### Class dinner average attendance

<table>
<thead>
<tr>
<th>Class</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>66th</td>
<td>35</td>
<td>34</td>
</tr>
<tr>
<td>65th</td>
<td>81</td>
<td>72</td>
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<tr>
<td>64th</td>
<td>99</td>
<td>86</td>
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<td>63rd</td>
<td>242</td>
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<td>62nd</td>
<td>133</td>
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<td>61st</td>
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<td>35th</td>
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<td>30th</td>
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<tr>
<td>15th</td>
<td>60</td>
<td>79</td>
</tr>
<tr>
<td>10th</td>
<td>117</td>
<td>152</td>
</tr>
<tr>
<td>5th</td>
<td>64</td>
<td>65</td>
</tr>
</tbody>
</table>

Averages for reference only; meal counts vary depending on attendance trends for individual classes.
Reunion Meals

Thursday All Reunion Dinner
Dinner is available in a central location on Thursday of both weekends for all reunion attendees. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form.

Friday All Reunion Lunch
Lunch is available in a central location on Friday of both weekends for all reunion attendees. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form. This meal is separate from the Alumnae College luncheon.

Alumnae College luncheon and lecture
The luncheon and lecture associated with Alumnae College, the academic program held during Reunion. Registration is separate from the Friday All Reunion lunch.

Friday Dinner
Space as assigned. The AASC, working with the Reunion Chair and Meal Chair, handles the arrangements for this meal. The class is responsible for choosing the menu and planning the program. Alumnae will have the option of registering for this meal on their Reunion registration form. Reunion chairs should coordinate with Smith Fund volunteers to announce class totals during the Friday dinner.

Saturday Box Lunch
Central Distribution. Most classes take their box lunches to their assigned class meeting location. Alumnae will have the option of registering for this meal on their Reunion registration form.

Saturday Dinner
Space as assigned. The AASC, working with the Reunion Chair and Meal Chair, handles the arrangements for this meal. The class is responsible for choosing the menu and planning the program. Alumnae will have the option of registering for this meal on their Reunion registration form.

Sunday Brunch
Beginning with Reunion 2010, an All Reunion brunch is now offered in one or two central locations on each Reunion weekend, and a separate brunch for the 50th Reunion class. The Alumnae Association handles all arrangements for this meal. Alumnae have the option of registering for this meal on their Reunion registration form.

Breakfast is available for registered alumnae and guests staying in assigned college houses on Friday, Saturday and Sunday morning of both Reunion weekends.

Smith College Alcohol Serving Policy

Smith College Dining Services holds the liquor license for Smith College and caterers are licensed to serve alcohol on campus; both carry liability insurance for this service. Under Massachusetts State liquor laws, these two groups are the only entities authorized to serve and sell alcohol on campus. When you order wine or cocktails with any meal served by Smith College Dining Services or a caterer, it will be included in the price of the meal.

Please be aware that the liquor laws in Massachusetts are stringent and the liability issues are broad – be careful in all situations where alcohol is present. If your class provides any sort of beverage containing alcohol in your class headquarters, and someone has an accident or incident as a result of consuming beverages provided at class headquarters, the provider of the alcohol is liable. If you, as Reunion Chair, purchased the alcohol, you could be held liable for any damages or injury under Massachusetts State law.
REUNION HOUSING

Please remember, and remind classmates, that Reunion housing is not equivalent to that of a hotel or motel.

Student residences HAVE:

• Stairs
• Rooms that may be warm or cool, depending on unpredictable May weather in New England
• Community bathrooms (please remind classmates to bring flip-flops or slippers for going to and from the bathroom/shower)
• Noise (depending upon other residents in the house)
• Access to local and 800 numbers from phones in all residence houses, allowing Reunion attendees to place calling card and pre-paid card calls easily
• Some have elevators (Lamont, Chase, Duckett, Comstock, Wilder, King, Scales and as of 2011, Northrop and Gillett Houses)

Student residences DO NOT have:

• Air conditioning or fans
• Many do not have elevators (exceptions are listed above)
• Bedside reading lamps
• Televisions/radios
• Clocks/clock radios
• Extra blankets or quilts

PLEASE NOTE:

The College does not give out keys to individual rooms or to residences. Please encourage classmates to leave valuables at home.

Student workers are assigned to door watch in all residences where alumnae are guests.

Classes returning during Commencement weekend are reminded that they may be sharing a house with graduating seniors who are celebrating the completion of their degree and are very excited about becoming alumnae. Houses are often the site of festivities and late-night revelry.


**Guests At Reunion**

**Class Guests**

Guests are accommodated in the student residences whenever possible. No special restroom arrangements are made for male guests. The AASC will try to accommodate all families and/or male guests on the same floor or in the same area to facilitate sharing of the bathrooms.

The class may choose to organize a spouse or children’s program. Generally, all athletic facilities are available for use by alumnae and their guests during Reunion.

Guests generally do not pay the class registration fee.

**Observers**

Reunion Chairs are invited to observe the reunion class that directly precedes theirs. You will observe the class ahead of yours, and the Reunion Chair for the class after yours will observe your Reunion. Prior to Reunion, the Alumnae Association will notify Reunion Chairs who from the class following theirs will be observing at Reunion, and will provide contact information.

As is tradition, the Reunion Chair of the hosting class should invite the observer to all of your class activities and she should be a guest of the class for the Friday evening class dinner. The observer’s class is responsible for paying travel, all other meal fees, and the AASC registration fee, and the accommodation expenses associated with returning to Northampton and observing Reunion. The current reunion class is responsible for paying for the observer’s Friday evening dinner and, as such, this expense should be included in the Reunion budget. Observers do not pay the class registration fee for the class they are observing. The Reunion Chair should register the observer as her guest for Friday dinner. In general, classes should be prepared to host up to two observers from the class following theirs; if the observing class has more than two Reunion Chairs, the class treasury of the observing Reunion chair’s class should cover their meal costs.

Please remember to have nametags, schedules, and specific class information available for these observers.

Space permitting, observers are housed with the class they are observing.

**Faculty Guests**

The Reunion chairs or her designee is responsible for contacting and inviting faculty to speak to their class. Professors or deans may be invited to class dinners and receptions. Suggestions for faculty invitees should be solicited e-communications during the fall preceding Reunion, and should be followed by an invitation to the appropriate faculty members at least four months prior to Reunion.

The Faculty Speaker Program list appears on the AASC Web site, under Clubs/Faculty Speaker Program on the menu bar.

The class is responsible for paying for the meals of all invited guests, and provisions for such should be made in the reunion budget. The Reunion Chair should register any faculty speaker or other guest as her guest.
Campus Space

Campus space for housing, meals, panel discussions, and other class events will be assigned by the AASC and college departments in October. Reunion chairs should contact the Assistant Director for Reunions and Classes in the AASC to discuss the types of events being planned for the class, so the most appropriate spaces can be assigned. The technical support that will be required and general space set-up will then be described on the Meal Activities Planning Form. Examples of this form can be found on page 56 of this book.

If your class is planning a panel discussion with theater-style seating, it will be assigned an auditorium. Similarly, a house dining room (which has round tables and chairs) may be assigned for small, group breakout sessions. Please refer to the Reunion Event Spaces table on pages 44 and 45 of this book for information about spaces on campus. Please consult with the AASC regarding any special set-up needs for your event (i.e. can the room be darkened if necessary; is there space for a head table; will microphones or a podium be needed). If a video presentation is planned (film, video, PowerPoint), copies must be sent at least four weeks prior to Reunion, for testing with college equipment.

No events may be scheduled in student residence living rooms or public spaces during Reunion/Commencement weekend.

Important Campus Center note: Helium balloons are not permitted, as they may interfere with the fire detection system.

Equipment
Smith College can generally provide any equipment needed for class programs. If not, the appendix of this handbook contains a list of vendors from which goods and services for your class events may be rented or purchased. Vendors on this list have worked with the Alumnae Association and Smith classes and are generally aware of the needs of the Reunion program. It is the responsibility of the class to contract with each vendor. To protect yourself and your class, be sure to get a clear contract that details the rental price, the conditions under which the material will be delivered and picked up, and any other particulars that are important for your function.

Audio-Visual Equipment
Smith College Educational Technology Services (ETS; formerly Media Services) supplies audio-visual equipment to classes for various reunion events. ETS will also record an event on video or audiotape an event for a fee. Audio-visual equipment that is available for use at class events includes:

- Portable compact disc or cassette players
- Digital projectors (for computer or video)/PC or Mac laptop
- Slide projectors/transparency (overhead) projectors/carousels/screens
- DVD players/monitors
- VCRs/monitors
- Free-standing and podium microphones

All equipment must be requested and time for set up will be scheduled prior to the event. Be clear on the Meal Activities Planning Form where equipment should be set up and if you need someone to operate it. The AASC will notify ETS of requests received from classes. Requests for AV equipment and/or support MUST be received no less than four weeks prior to Reunion. Be sure to include any rental expenses in your Reunion budget.
Class Headquarters

Class Headquarters are in assigned houses.

Some suggestions for class headquarters are as follows:

- decorate with class colors and mascot
- display exhibits of published works, personal pictures, artwork, hobbies, handicrafts, or items of interest*
- provide flip charts to write personal notes, ride requests, post business cards, etc.
- use bulletin boards to post a detailed schedule of college and class events
- post pictures from class parties, mini reunions, family pictures, cards, cartoons
- have an exhibit of class/reunion yearbooks and class books, scrapbooks and memorabilia from past Reunions
- provide/serve refreshments (the college provides a cooler with ice for headquarters; all other refreshments are the responsibility of the class and cannot be requested from college Dining Services)
- use flowers and plants to make a bright addition

* Please note: alumnae are responsible for transporting or shipping to Northampton anything for display. The AASC does not cover shipping and does not provide insurance. It is also important to note that classrooms and house living rooms are not formal gallery space and must be used as-is.

Ideas for class headquarters (with thanks to the class of 1967):

- A giant crossword puzzle of Smith factoids on an erasable white board
- A timeline of national/international events that occurred during the years your class was on campus
- A class trivia contest on a white board
- A show of snapshots from prior Reunions
- Encourage classmates to tour the campus in small groups by providing a hand-out with a campus map with new things to see such as the Campus Center, the Japanese Garden on the pond edge, the new Olin Fitness Center, the Museum of Art and its bathrooms (!), or the Botanic Gardens and Conservatory
- Provide student ambassadors with buttons that say “Ask me what I think about Praxis internships” or “Ask me what I think about Northampton.”

Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and can be accessed when the Alumnae House is open (M–F, 8:30 a.m. to 4 p.m.). You may decide to appoint a display chair to coordinate any sort of exhibit.

On Sunday, the class headquarters must be dismantled, and any items to be returned to the class locker must be boxed and clearly marked (no more than 2 large boxes). Facilities Management will transport these materials back to the Alumnae House. Any material to be donated by your class to the College Archives must also be clearly marked and boxed separately.

The Headquarters Chairs will receive a mailing during the winter prior to Reunion, which includes details about what is provided at headquarters, a list of suggested materials to have available, and a list of vendors who can assist in ordering specific supplies. A sample of the Headquarters Form is at the back of this handbook.
GUIDELINES FOR DONATING MATERIALS TO ARCHIVES

The College Archives seeks to collect materials that supplement the official records of the college. They specifically seek materials that are pieces of your story on campus. To this end, they welcome the following types of materials that document your undergraduate days:

Diaries or journals
Correspondence home
Scrapbooks
Examination Questions (selected)
Syllabi
Notes taken in classes (selected)
Photographs
Films and audio tapes

For most classes, they have records documenting various class activities including:

Commencement
Ivy Day
Junior Prom
Senior Prom
Sophomore Carnival
Freshman Frolic/Day
Mountain Day
Reunions
Senior Dramatics

The College Archives is always seeking additional information about the events that formed your Smith experience, including but not limited to: academics, the arts (dance, dramatics, music), athletics, activism, your spiritual, political and house life. They also have individual biographical files on many alumnae, as well as other materials that provide a broad picture of life on the Smith College campus.

If you or your class are interested in donating materials to the College Archives, please contact Nanci Young, College Archivist (nyoung@smith.edu) or Debbie Richards, Archives Specialist (drichard@smith.edu) at the Smith College Archives, Smith College, Northampton, Massachusetts 01063 or call (413) 585-2970.

SMITH COLLEGE ARCHIVES

The Smith College Archives has as its mission the acquisition, preservation, and access to materials of value that document the college’s administrative, academic, and social life. The Archives houses the official records of the college, including its publications. In addition, the College Archives collect materials from alumnae relating to their undergraduate years at the College.
If you would like to plan an after dinner program, please keep the following in mind:

After-dinner programs must be one half-hour or less
OR
Your class must move to a different area for the program.

Please note: when after dinner programs held in the dining room are more than a half hour in length, catering staff must wait until the program is complete to resume their work. Catering staff must reset dining rooms for the next day, and late programs expend significant time, energy and overtime for college and catering staff.

Having a program during a meal poses several logistical issues. Coordination with the caterer to carefully plan the food service and the program is critical. For example, if you choose to have a guest speaker at your dinner, you should consider the following:

- Do you need a table with reserved seating for your speaker and selected classmates?
- When is the best time for the speaker to give the presentation? Over dessert? During the meal?
- Are there events following the meal that people will want to attend? If so, how long should the speaker’s presentation be?
- What will work for the catering staff? They need to be informed as to when the speaker will begin, if they should continue to serve during the presentation, or if they should clear the tables prior to the presentation.

Serving large dinners in an effective and efficient manner is a challenging task. There is a tendency when planning Reunion activities to “over plan” the meals. When activities are planned during a meal – a speaker, presentation, or singing group, for example – please review these activities with the on-site staff, to ensure an enjoyable meal and program.

The president of Smith College visits briefly with each class during Reunion.

Program Ideas
Some possible class programs, based on those planned by previous classes, are listed below. The AASC asks that no class programming be scheduled during the Friday Alumnae College program, between 9 a.m. and 2:30 p.m.

Performance or presentation by classmates who are singers, authors, musicians, dancers, actresses, artists, photographers, etc. Faculty groups may also be asked to perform. Be sure to invite them early!

A talk by a faculty speaker or a classmate on a topic that ties to your class’ Reunion theme, or is of particular contemporary or historical social interest.

Presentation of class survey results.
CLASS MEETINGS

At some point during Reunion weekend, a class meeting must be held. Most classes have this meeting during or immediately after the box lunch on Saturday, but you may have it at another time if this works better with your class schedule. Please notify the Alumnae Association when you will hold your class meeting using the Class Meeting and Program Planning Form that will be sent to the Reunion Chair during the winter preceding Reunion.

Your class meeting is a time to:

- elect a new slate of officers
- propose and enact changes to your class bylaws
- recognize individuals who have volunteered for the class in the past five years
- recruit house reps for your next Reunion

The Class President presides over the class meeting. The general format is:

1. Call to order
2. Roll call of members present to ensure that there is a quorum, which is 5% of the active class (the AASC can provide this number). The roll call may be waived if a visual inspection shows there is a quorum.
3. Reading of minutes of last meeting (can be waived)
4. Officer reports
5. Committee reports
6. Special orders - important business previously designated for consideration at this meeting (election of new class officers, recognition of reunion volunteers, etc.)
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

Sample situations requiring bylaw amendments:

- If your class wishes to make changes to its cabinet, such as Co-Presidents or Co-Reunion chairs, the bylaws must allow for it. An amendment to the bylaws must be voted upon.

- If your would like to be able to vote by mail or online as well as every five years at a class meeting, the bylaws must be amended.

- If your class would like to change from a single slate to a double slate, or from a double slate to a single slate, the bylaws must be amended.
The Alumnae Association bases Reunion attendance figures for each class on the number of alumnae who pre-register with the Alumnae Association combined with the number of walk-in registrations received by 9 pm on Friday prior to the Alumnae Parade.

Alumnae staying off campus are urged to register with the Alumnae Association or with their class for purposes of historical accuracy and records.

Please note: classes will not receive attendance credit for an alumna who does not register with the Alumnae Association.

Smith Fund class gift awards are based on gifts received by 10 pm on Friday prior to the Alumnae Parade.

Reunion Awards

The Alumnae Association presents the following awards during the Saturday morning festivities:

* To the class with the highest percentage of class members attending reunion
* To the class with the highest number of class members attending reunion

The Smith Fund presents the following awards during the Saturday morning festivities:

* To any class with a record-breaking five-year comprehensive dollar total
* To any class with a record-breaking five-year average participation percentage
* To the class with the largest five-year comprehensive total
* To the class with the largest of Smith “Stars” (consistent five year donors)
* Milestone achievements when accomplished

Planned Giving & Bequests presents the following awards during the Saturday morning festivities:

* To the class with the highest percentage of Grécourt Society members.
**Encourage Classmates To Attend Reunion**

- Communicate frequently with classmates, especially during the year prior to Reunion, and utilize class communications highlight Reunion plans and reminisce about your years at Smith.
- Create a class Web site – refer to “Site Guidelines” on the AASC Web site at Volunteer/Class Resources/Information (http://alumnae.smith.edu/volunteer/guidelines.php) and/or create a social networking site (i.e. Facebook).
- Mini-reunions and pre-reunion parties offer the chance for classmates to come together and build excitement for the reunion weekend. See further details on page 29.
- Sell your Reunion program! On the class Web site, in e-communications, and in conversations with classmates, talk about seeing old friends, checking out the exciting changes on campus, participating in Alumnae College, enjoying Illumination, class dinners, visiting downtown Northampton, and so much more.
- Publish teasers: List ten reasons to come to Reunion, celebrating each; list five reasons people don’t come to Reunion – and then debunk each in a humorous way; or ask interesting trivia questions, with answers available at Reunion.
- Publicize the names of classmates who are attending.
- Personal contact is crucial. Keep a record of news from classmates and create a poster or display of letters, pictures, and updates for your Reunion headquarters. Keep in mind that the main reason many alumnae attend Reunion is to see their friends.
- Encourage classmates to register early – online registration is quick, secure and easy. Last-minute registrations complicate even the best plans.
- The Class Notes section of the Quarterly provides an opportunity for classmates to keep in touch and hear about classmates with whom they may wish to connect at Reunion.
- Create a “personals” area for the class Web site and have classmates leave messages for one another.
- Share information with your classmates about the attendance prizes for Reunion.
- Keep in touch with your House Reps. Make sure they have the information they need to answer classmates’ questions about Reunion and keep you informed of classmates who have indicated they are attending.
- Consider adding a mini-questionnaire to your class Web site a year before Reunion, to help with overall Reunion planning *(with thanks to the class of 1995)*:

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**Please answer the following questions:**

**Food preferences (all meals will have a vegetarian alternative):** ________________

Would you prefer the Friday Class dinner to be □ casual or □ formal?
Would you prefer the Saturday Class dinner to be □ casual or □ formal?
Are you bringing □ spouse/partner and/or □ children with you?

In which of the following class activities would you be interested in participating (check all that apply)?

- □ Pub crawl/meet for drinks downtown
- □ Karaoke
- □ Hiking/Nature walk
- □ Other
- □ Sports bar
- □ Bowling
- □ Alumnae College classes and luncheon

---
Mini Reunions and Pre-Reunion Parties are a great opportunity for classmates to come together in anticipation of Reunion in Northampton, visiting with longtime friends and building relationships with new friends. Strive to do something that classmates couldn’t do on their own, if possible. These events help to build excitement and enthusiasm for Reunion events in May. Many classes appoint a Mini-Reunion chair to coordinate and publicize gatherings.

Some suggestions for mini-reunions:

- Mini-reunions in major metro areas might involve a theater or museum outing, gathering at a restaurant or lounge, or having a pot-luck at a classmate’s home.
- A class birthday party
- A picnic or potluck for classmates and their families
- A weekend at a classmate’s coastal or summer home
- Special event mini-reunions might include a Tanglewood gathering; a one-day cruise in Boston or New York harbor; or a sightseeing trip to a major city, such as Washington DC, New York City, or San Francisco.
- Outdoor event: sailing, whitewater rafting, skiing, bird watching, vineyard tour

Below is a checklist for the mini-reunion:

- Reunion Chairs, other officers, and Smith Fund volunteers should be part of the initial conversations about individuals’ willingness to host an event. These events are usually supported by the class treasury, though many classmates generously offer to host the location or the event itself. Several classmates may want to host separate events simultaneously or at different times of the year in various regional locations.
- Decide the preliminary date/time and location of the event, being sensitive to it being either an alumnae-only event; alumnae with spouses or partners; or including members from your class or other classes, children, etc. If you will co-host and event with other classes, be sure to work closely with officers from those particular classes.
- Scale the event to the number of individuals that you hope will attend and also the type of event (formal or informal) you would like, based on the season, indoors or out, and budget.
- Ask class officers to review a draft of the invitation.
- A list of proposed attendees can be pulled together from class lists. Class lists sorted by geographic areas can be obtained via Volunteer Connection (by class officers only) on the AASC Web site or by calling the Alumnae Association. Review the list with the class officers.
- If requesting labels from the AASC, be sure to do so at least five weeks before you need them or obtain them on the Web site, and send invitations to be received four weeks before the event with RSVP information.
- Take pictures and post them on your classes Web site, send them to the Smith Alumnae Quarterly, and/or bring them to Reunion. Have a guestbook to get updated addresses and news for the SAQ.
- Mini-Reunions should be self-supporting. The treasury should be able to cover the cost of printing and mailing invitations.
POST-REUNION WRAP-UP

After paying all catering bills, the AASC sends class registration fee disbursements, less any fees owed, to class treasurers. Disbursements are mailed approximately three weeks after All Reunion weekend.

The AASC asks classes to provide samples of class souvenirs (souvenirs) and any other class materials, such as class books or directories, song books, or other print materials as examples for classes who follow yours. Please send samples to the Assistant Director for Reunions and Classes.

Following Reunion, the Reunion Chair should complete the following tasks by the dates indicated below.

☐ Submit Class slate. Be sure the class slate has been submitted to the AASC, preferably prior to or during Reunion, but no later than June 1, so that new officers who must receive information about their new job can be coded in the AASC database.

☐ Submit Reunion Financial Report (sample on page 60). Work with your class treasurer to close the books on Reunion and be sure the Treasurer submits both the Annual Financial Report and the Reunion Financial Report to the AASC by July 31.

☐ Organize files. Prepare, and turn records over to the incoming Reunion Chair by July 31.

☐ Submit a Reunion Report. This should be sent to the AASC, your successor, and the Reunion Chair of the class following yours. Please see the suggested guidelines below for writing the report. Your report should be submitted by July 31.

☐ Send memorabilia to Archives. Smith College Archives is eager to receive copies of class Reunion photos, print materials, and other memorabilia for the Archives. Please note that once catalogued in the Archives, the materials cannot be retrieved for use during a future Reunion, though copies can easily be requested.

REUNION REPORT

This report should be a synopsis of your Reunion planning experience, from the time you were elected to Reunion. Consider the following questions and planning areas as you prepare your report:

☐ What did and didn’t work in your Reunion planning process

☐ What advice would have been helpful to have received at the beginning of your term, from both your predecessor and the AASC

☐ Any suggestions for future Reunions

☐ Areas to reflect upon:
  • Assembling a Reunion committee
  • Setting your class registration fee
  • Meals
  • Headquarters
  • Class programming
  • Parade
  • Class meeting
  • E-communications and/or newsletters
  • Print publications (class book or directory)
  • College programming and services
  • Any other areas about which you’d like to provide thoughts
Like most colleges and universities, Smith is placing more emphasis on electronic communications. Communicating via e-mail or the Web is a fast, economical way to provide good, important information and to engage alumnae in the life of the college.

The Alumnae Association of Smith College encourages classes to join Smith in this important effort. We are committed to moving away from print newsletters, and in that effort are realigning services to focus on electronic communications. We understand that for some alumnae, assistance with print newsletters was a valuable service. We have found, however, that a large number of classes have already moved away from print communications and are reaching out via e-mail, the Web, and various social networking sites.

We think this is extremely exciting and want to assist in any way we can. To that end, here are some simple suggestions for building an effective e-communications program for your class.

Designate someone in your class to coordinate communications. Ideally, that person should have Web-related experience.

Collect e-mail addresses. The more good e-mail addresses Smith has, the more effective your communications will be. Encourage classmate to send updated addresses to the AASC, and reach out to alumnae who haven’t shared their e-mail addresses with us. Anyone can send e-mail addresses (along with the person’s name and class year) to alumnaerecords@smith.edu. Don’t forget to share with us any updates you receive, and include an e-mail update request in all your correspondence.

If your class hasn’t already done so, create a vibrant and robust Web site that can accommodate news and information about your class and the college. To utilize Web site templates that the association has created, contact Mike Yargeau, Web and systems specialist, at myargeau@smith.edu or 413-585-2062. Go to http://alumnae.smith.edu, and select “Classes/Class Web sites” to view examples of effective class Web sites that use the AASC Web site templates. Approximately half the classes with Web sites are using AASC templates. If your Web site is hosted on a separate server, send your Web site link to the AASC so we can include it in our Class Web sites list.

We strongly suggest that the class develop a theme and a graphic identity for their Reunion correspondence as early as possible. Classes may design a modified version of the logo they use during non-Reunion years to reflect the class’s Reunion theme, or create a new logo or graphic identity just for the Reunion year. In many instances there is a classmate who has experience in graphic design, and may be willing to donate her time and talent to develop a logo or design for the class. In the absence of a graphic artist among your classmates, another good resource for design is what you see in your own e-mail inbox or mailbox. If you receive e-newsletters, stationery, invitations, or flyers whose design you find interesting and appealing, call the company or organization and find out who does their design work.

Design and printing of class stationery for use by Smith Fund volunteers should be coordinated with The Smith Fund.

Keep your site fresh. Try to update it regularly with class news, news from Smith, Reunion plans, or even audio and video. Many classes use their Web sites very effectively during the year leading up to Reunion, sharing lists of who is registered, plans for the weekend, and requests for volunteers.

Push your news. Once a month or once a quarter (or whenever appropriate), collect your news in an e-mail message and send it to classmates. As a class officer, you can create and send your own broadcast e-mail using our online tools (go to http://alumnae.smith.edu, move your mouse to the Volunteer heading, and click on Volunteer Connection.) If you prefer that the AASC send your broadcast e-mail for you, contact Megan
Gallagher at mgallagh@smith.edu or 413-585-2042. Include a link to your main Web site in all correspondence. This is a great way to alert classmates to important news as well as to drive traffic to your own class Web site.

There are a number of Smith sites and communications vehicles already in place and updated regularly from which you can draw news and information to cut, paste, and share with classmates. Here’s a list:

Alumnae Association of Smith College: http://alumnae.smith.edu
Smith College: www.smith.edu
Smith College President Carol Christ: www.smith.edu/president
*Smith Alumnae Quarterly* online: www.saqonline.smith.edu
Notes from Paradise e-newsletter: http://alumnae.smith.edu/enews/archive.php
Alumnae Association Facebook page: http://www.facebook.com/smithcollegealum

**AASC Resources**

- If you remain committed to sending a print newsletter, you may work with a designer/print shop of your choosing or contact Paradise Copies in Northampton (paradise@paradisecopies.com or 413-585-0414). Please remember to send seven copies of each mailing to the AASC.
- For mailing labels/data, please contact Peg Bielunis at pbieluni@smith.edu or 413-585-2040.
- If your class is 60 years or more post-graduation, and would like assistance with a newsletter, please contact Joy Williamson at bjwillia@smith.edu or 413-585-2079.

Good communication is key to creating informed and effective ambassadors for Smith, as all alumnae are. Your efforts in spreading the word about Smith, the Alumnae Association, and your own class are much appreciated.
COMMUNICATIONS SCHEDULE

Summer Prior to Reunion
The Class President, in consultation with the Reunion Chair and Smith Fund volunteers, and in consultation with the class Web chair, should determine the format and contents of class communications, taking into account timing, logo, theme and design. If you decide to continue with print newsletters, the production method should be chosen and cost estimates established for budget purposes.

September-November
The AASC sends a Save the Date e-mail and subsequent postcard to all active alumnae in reun ing classes and observers during the fall prior to Reunion.

The class e-newsletter sent the fall before Reunion should include dates of Reunion, the theme, names, addresses, phone numbers, and e-mail addresses of all committee chairs, including the Nominating Committee Chair, and a preliminary schedule of events. If a questionnaire is to be returned for a Reunion Class Book, it should be included with this communication. If a questionnaire is to be reported on at a class Reunion event, it may also be included in this communication. A return e-mail or postcard may be requested or included, asking if the recipient plans to attend, wishes to work on a committee, and/or has a nomination for new class officers.

January/February
MANDATORY class communication. This message should contain a preliminary schedule of events planned by both the AASC and your class, a list of class members who are planning to attend, and a reminder of things to pack (radio, clock, a white outfit for the parade). Deadlines should be clearly specified.

February
The Alumnae Association mails the Reunion Registration Booklet to all active alumnae in Reunion classes. This booklet includes detailed Reunion information, a preliminary schedule of events for both Reunion weekends, and instructions for registering online.

Registration information is also sent to observers at this time.

The AASC Reunion Resources Web page and online registration also goes live at this time, containing much web-only content and links (family activities, travel information, ride-sharing, and detailed Alumnae College class descriptions) and is updated frequently with Reunion information, developing plans, and a list of who's registered for Reunion. Classmates should be encouraged to register and visit this Web page frequently for updates.

March
Optional class correspondence. This communication should include more detailed Reunion plans. You may want to include a list by state of those planning to attend Reunion, to assist in travel arrangements; or by house, to encourage others to attend. Requests for items to display at Class Headquarters, business cards to be displayed for networking purposes, and letters/photos from those who cannot attend should also be included.

Be sure to post all information from print newsletters and mailings on your class Web site.
The Executive Committee of the class should decide well in advance of Reunion whether or not to publish a class book. The class Reunion book is an expensive undertaking both in terms of money and time for the class. Class books are generally published for milestone Reunions, such as the 25th and 50th, serving as a remembrance for classmates and to generate enthusiasm, often translating into a decision the attendees make.

An editor and several assistants should be chosen at least two years prior to Reunion. They should be selected on the basis of ability, interest, and time. Editorial experience is a great help.

Budget carefully and plan years ahead; decide after the 40th Reunion, for example, that a class book will be produced for the 50th to allow for adequate accumulation of funds in the class treasury.

Select a printer and decide on style, layout, pictures, and costs. The Alumnae Association has samples from many classes, to review for ideas of layout and design. Investigate cost-effective printing and binding options – many small copy shops can produce a fine book at a fraction of the cost of a commercial printer.

The editors should plan a questionnaire and form that will be mailed to the class no later than the summer before Reunion. Include a return envelope that has a place for each member to order a book in advance, if the cost of the book will not be included in the class registration fee. Remember to include postal charges for books that will be mailed rather than picked up at Reunion. Post the questionnaire and form on the class Web site, providing a way for the information to be submitted via e-mail to the class book editor. Encourage classmates to submit information electronically, whenever possible, to save data entry time.

The class should plan a follow-up postcard mailing to encourage those who have not returned the questionnaire and form to do so.

Arrange for distribution of the class book to those who return to campus for Reunion. The class should also make arrangements for taking orders and for mailing copies following Reunion.

Guidelines for Gathering Information

The organizers/editors should be very clear with classmates that the information they provide will be published and distributed to classmates in the Reunion Book.

Use only information received from the alumna herself. When in doubt, call and verify the information with the alumna. Please exercise good judgment when reporting information and delete any information that is not clearly written or reported, or that cannot be verified.

Class Directories

Class directories are a much more cost-effective alternative to publishing a Reunion classbook and are a terrific souvenir for classmates. The Alumnae Association can provide a camera-ready copy of a class list, which includes the current name, undergraduate name, address, and telephone number for each classmate. This directory can also serve as part of the class book. Orders for directories must be made by March 15 preceding Reunion, and there is a fee for this service.
CONFIDENTIALITY OF ALUMNAE INFORMATION

Alumnae names, contact information, and biographical information are entrusted to the Alumnae Association by each individual alumna. This information is confidential and protected, and is released only to class officers (or their designated representatives) for the purpose of non-commercial class business.

Permission should be obtained by individual alumnae classes to use names and addresses from the Alumnae Association database for Reunion Books and/or class directories.

Any part of any confidential alumnae information, as released to class officers or their designated representatives, may only be reproduced or transmitted in any form with the consent of the class officer or the Executive Director of the Alumnae Association of Smith College.

The Alumnae Association releases information in the following formats:

• Printed lists of alumnae/classmates
• Self-adhesive mailing labels
• Electronic file via e-mail (as an attachment) or through Volunteer Connection on the AASC Web site (accessible to AASC class officers only: President, Secretary, Treasurer, and Reunion Chairs).

Please note the following with regard to information released:

• Only AASC class officers may request lists, labels, or electronic files.
• Each class may order up to three sets of labels and three printed class lists free of charge per year. Each set thereafter is $8.00.
• Information released represents a snapshot of the database at a particular moment in time and is subject to change.
• Whenever possible, advice will be provided for accessing and using electronically generated files. However, neither the AASC nor the college have the resources to provide computer support for information released, including, but not limited to, instruction, training, or troubleshooting.

Volunteer Connection & Web Guidelines for Classes

Please refer to the guidelines provided on the AASC Web site at http://alumnae.smith.edu/volunteer/guidelines.php. Volunteer Connection Tutorials are also available on the AASC Web site at http://alumnae.smith.edu/tutorials/.
THE REUNION ACCOUNT

As the treasurer of record for the previous five years, it is in the best interest of the class that the class treasurer handle all the expenses for Reunion.

It is the responsibility of the class treasurer, in consultation with the class Reunion chair, to ensure that the class treasury is adequate to meet the financial obligations of Reunion. She must ensure that all bills are paid promptly, that all fees are set to ensure the class does not incur a loss with Reunion, and that the class will have the financial resources to undertake Reunion projects such as a class book, directory, and/or novelty items.

SETTING THE CLASS REUNION REGISTRATION FEE

The Class Reunion registration fee should at minimum cover the overhead expenses the class will incur to sponsor its Reunion. Overhead expenses include:

- Reunion expenses, such as mementos/souvenirs, parade signs, nametags, centerpieces and decorations
- The cost of miscellaneous items such as AV rentals/setups, reunion event staging, magic markers, tape, streamers, pins, extension cords, and coffee for class headquarters
- Volunteer expenses, i.e. telephone, mailing, etc. (please refer to the list of examples in the Class Officers Handbook)
- The expense of design, production and postage for any print mailings to your class
- A contingency amount to offset any unforeseen expenses (10% suggested)

The class registration fee generally includes the dues fee for the year, however classes cannot require classmates to pay class dues to attend Reunion. No portion of the class registration fees can be used for the class Reunion gift to The Smith Fund. Reunion fees range from $15 to $75 depending on the size of the class, what Reunion is being celebrated, and the state of the treasury. Please refer to “Past Reunion fees” on page 38. The AASC collects class registration fees, and following reunion, the class treasurer receives a check in the amount of the balance owed the class. The AASC will assist the class, if needed, in setting its fee. Guests are generally not charged the class registration fee.

Prior to Reunion, a loan from the class treasury will likely be needed to cover expenses as outlined. This loan is then repaid from the Class Registration fees when disbursed by the AASC.

REUNION MEALS

The Alumnae Association processes reservations and payments for the following reunion meals:

- Thursday All Reunion Dinner
- Friday All Reunion lunch
- Friday Class Dinner
- Saturday Box Lunch
- Saturday Class Dinner
- Sunday All Reunion (or 50th Reunion class) brunch

The AASC works closely with Smith College Dining Services and one or more selected caterers to offer a variety of menus and prices for reunion meals. It is important that the Reunion chairs determine the best system to account for meal payments (see page 18). The class is charged for the number of meals served; therefore, classmates or guests who attend meals without paying can potentially cost the class a great deal of money. The class Treasurer and the Reunion Chair(s) need to be clear with classmates as to the refund and cancellation policy regarding fees paid to the class.

NOTE: Meal fees will not be set higher than the amount charged by Dining Services or the caterer. Any profit a class makes on meals is subject to a 5% Massachusetts meal tax.
Reunion Expenses

The following Reunion expenses are the responsibility of the class:

- Costs associated with Reunion chair observing the Reunion prior to yours;
- Meals for guests of the class (e.g. faculty invited to class dinner, observers, etc.);
- Reimbursements to officers for class business expenses (conference calls, phone bills, postage);
- HQ expenses such as decorations, supplies, refreshments, rental equipment;
- Nametags;
- Centerpieces or table decorations for meals;
- Class Book or Directory;
- Parade signs;
- Mementos/souvenirs (generally given to classmates only);
- Special event staging, staffing, and set-up (i.e. if the class sponsors a band or theatrical group);
- Newsletter fees (amount depends on the level of service required);
- Reunion student ambassador meals.

- Catering charges for all meals and receptions are paid from fees collected by the AASC.

Reunion Mementos or Souvenirs

Items that generally work well as mementos include:

- coffee or travel mugs
- sunglasses
- tote bags
- hats/baseball caps/visors
- anoraks or fleece items
- umbrellas
- luggage tags/keychains
- aprons
- handmade item

Many classes approach classmates who work for a company that is willing to donate these items to the class. For any items that require a significant amount of capital, an adequate amount should be built into the class reunion registration fee to cover the expense in its entirety. Classes are responsible for paying vendors directly, including Smith College departments.

Souvenirs may be shipped directly to Northampton and the AASC will store them at the Alumnae House. Materials should be shipped to arrive between Monday and Wednesday of the week during which the class is reuniting. Due to the heightened level of activity and materials being shipped in and out of the Alumnae House, we cannot guarantee secure storage for anything arriving before those weeks. Boxes should be clearly marked with the number in the shipment and addressed as follows:

Smith College Class of <year>
c/o Amy Holich-Dunn, AASC
33 Elm Street
Northampton, MA 01063
Box # of # (total number)

Class books

A class may undertake a special Reunion project such as a class book or directory that is given to classmates on a complimentary basis, generally for milestone Reunions, such as the 25th or 50th. The AASC does not recommend that a class undertake a class book as a complimentary item, unless they have planned and budgeted for it since the previous Reunion. Please read the section on Class books and Directories on page 34.

IMPORTANT NOTE: The class treasury is not to be used to purchase items to recognize the significance of a donation to The Smith Fund.
Reunion Fees

Alumnae Association Fees

The Alumnae Association charges for:

- AASC registration fee (charged to all registrants)
- On-campus bed and breakfast – a flat fee for three nights or any portion thereof. This fee cannot be prorated. Alumnae Association Life Members may receive a $25 discount.
- Alumnae College – a la carte fees include lectures and Friday lunch and speaker
- All meals

Alumnae may register for these options via online registration or on the Reunion registration form that is mailed by the Alumnae Association in February. The Reunion registration booklet and registration forms for each reuning class are also made available as PDFs each spring on the Reunion Resources page of the AASC Web site. The AASC offers online registration to members of reuning classes only.

For ease of payment by alumnae, the Alumnae Association collects all registration fees associated with Reunion. Class registration fees are remitted to the class, minus expenses owed, by the end of June following Reunion. The Alumnae Association accepts MasterCard, VISA, American Express, and personal checks.

The Alumnae Association assesses higher room and meal fees for reservation forms postmarked after the “early bird” registration deadline (generally March 30).

Payment Problems

In the event that a classmate sends her Reunion registration fees directly to the class and not to the Alumnae Association, please notify both the AASC and the classmate immediately. If a classmate inadvertently pays the AASC for class items, we notify the alumna and the class Treasurer, and send a check to the class treasurer along with any other pertinent information we may have received.

Recent class registration fees
Below are class registration fees charged in recent years, for your reference.

<table>
<thead>
<tr>
<th>Reunion</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>60th</td>
<td>$25</td>
<td>$25</td>
<td>$40</td>
<td>$40</td>
<td>n/a</td>
<td>$25</td>
<td>$40</td>
</tr>
<tr>
<td>55th</td>
<td>$50</td>
<td>$55</td>
<td>$52</td>
<td>$60</td>
<td>$45</td>
<td>$55</td>
<td>$60</td>
</tr>
<tr>
<td>50th</td>
<td>$55</td>
<td>$100</td>
<td>$95</td>
<td>$100</td>
<td>$100</td>
<td>$70</td>
<td>$95</td>
</tr>
<tr>
<td>45th</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$45</td>
<td>$64</td>
<td>$75</td>
<td>$85</td>
</tr>
<tr>
<td>40th</td>
<td>$75</td>
<td>$40</td>
<td>$45</td>
<td>$50</td>
<td>$70</td>
<td>$60</td>
<td>$55</td>
</tr>
<tr>
<td>35th</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>30th</td>
<td>$50</td>
<td>$50</td>
<td>$100</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>25th</td>
<td>$50</td>
<td>$50</td>
<td>$65</td>
<td>$75</td>
<td>$75</td>
<td>$45</td>
<td>$65</td>
</tr>
<tr>
<td>20th</td>
<td>$50</td>
<td>$55</td>
<td>$60</td>
<td>$40</td>
<td>$50</td>
<td>$45</td>
<td>$50</td>
</tr>
<tr>
<td>15th</td>
<td>$10</td>
<td>$55</td>
<td>$68</td>
<td>$40</td>
<td>$40</td>
<td>$40</td>
<td>$50</td>
</tr>
<tr>
<td>10th</td>
<td>$35</td>
<td>$20</td>
<td>$25</td>
<td>$30</td>
<td>$30</td>
<td>$40</td>
<td>$30</td>
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<td>5th</td>
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<td>$45</td>
<td>$40</td>
<td>$40</td>
<td>$45</td>
<td>$40</td>
<td>$40</td>
</tr>
</tbody>
</table>
# Class Registration Fee Worksheet

Anticipated number of classmates who will attend  
(See “Reunion Attendance Averages” on page 41 and 42)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travel and/or meal expenses for Reunion chair and co-chair or one other officer to observe reunion prior to you class’ reunion.</td>
</tr>
<tr>
<td></td>
<td>Two or three first class mailings to the class during the 12 months prior to Reunion.</td>
</tr>
<tr>
<td></td>
<td>Reimbursements to officers for class business expenses <em>(conference calls, phone bills, postage)</em></td>
</tr>
<tr>
<td></td>
<td>Miscellaneous HQ expenses such as decorations, supplies, refreshments, rental equipment</td>
</tr>
<tr>
<td></td>
<td>Nametags <em>(price each x anticipated attendees, including guests)</em></td>
</tr>
<tr>
<td></td>
<td>Centerpieces or table decorations for meals <em>(all tables seat 8)</em></td>
</tr>
<tr>
<td></td>
<td>Class Book or Directory <em>(see notes on page 34 &amp; 37)</em></td>
</tr>
<tr>
<td></td>
<td>Labels and lists ordered from AASC <em>(3 free sets of each per year, $8 each thereafter)</em></td>
</tr>
<tr>
<td></td>
<td>Parade signs <em>(1 sign per 20 classmates @ approximately $35 per sign)</em></td>
</tr>
<tr>
<td></td>
<td>Gifts to recognize classmates who help with reunion <em>(optional)</em></td>
</tr>
<tr>
<td></td>
<td>Honoraria for faculty speakers <em>(optional)</em></td>
</tr>
<tr>
<td></td>
<td>Meals for guests of the class <em>(e.g. faculty invited to class dinner, observers, etc.)</em></td>
</tr>
<tr>
<td></td>
<td>Novelty items/“souvenirs” <em>(price each x anticipated attendees; generally given to classmates only)</em></td>
</tr>
<tr>
<td></td>
<td>Other/Miscellaneous</td>
</tr>
</tbody>
</table>

### TOTAL REUNION EXPENSES

Contingency fund *(10% of total Reunion expenses – suggested for unanticipated costs)*

### PRELIMINARY CLASS REGISTRATION FEE

Targeted amount to be placed in treasury after Reunion to ensure new executive committee has adequate funding to cover expenses for at least two to three years *(transportation to Reunion training and class business)*

### TOTAL REUNION EXPENDITURES *(expenses + planned treasury amount)*

### CLASS REGISTRATION FEE* *(total expenditures divided by anticipated attendees)*

* See class registration fees reference table on page 38
INCOME

Reunion registration fees: 150 @ $50 .................................................................$7,500.00

TOTAL INCOME: ................................................................. $7,500.00

EXPENSES

Cost for Reunion chair to observe Reunion (registration and travel expenses) ...................458.00
Reimbursements to Reunion committee ................................................................. 65.58
Headquarters supplies ......................................................................................... 225.34
Name tags ..............................................................................................................135.81
Centerpieces (20 @ $25 each) ............................................................................ 500.00
Class Directory (printing) .................................................................................... 975.00
Class lists/labels (in excess of the sets allowed each year) .................................... 16.00
Parade signs ......................................................................................................... 200.00
Meals for class guests (observer, faculty speaker invited to dinner) ....................... 81.00
Reunion souvenirs .................................................................................................1,560.00

TOTAL EXPENSES: .........................................................................................$4,216.73

BALANCE to Treasury: .....................................................................................$3,283.27
<table>
<thead>
<tr>
<th>Year</th>
<th>5th</th>
<th>10th</th>
<th>15th</th>
<th>20th</th>
<th>25th</th>
<th>30th</th>
<th>35th</th>
<th>40th</th>
<th>45th</th>
<th>50th</th>
<th>55th</th>
<th>60th</th>
<th>65th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1930</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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Average for most recent ten years

111  184  85  158  213  116  112  143  129  213  92  73  31
### Smith Houses at a Glance • 2011*

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<th>House (connected to/pairs with)</th>
<th>Upper Elm</th>
<th>Lower Elm</th>
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* Only houses used for Reunion housing are listed; some may not be available due to construction or summer program use.

abler indicates access to first floor only

H: House; A: Annex
## Reunion Event Spaces

Refer to www.smith.edu/registrar/CatalogueofRooms.htm for photos and available equipment in “Meeting Spaces”

### MEAL SPACES
(all spaces accessible except as noted)

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<tr>
<th>Room</th>
<th>Capacity (approximate)</th>
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<tr>
<td>Dining Room</td>
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<tr>
<td>Campus Center (outside caterer)</td>
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<tr>
<td>103</td>
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<td>103/104 can be used individually or as a combined room for 50</td>
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<tr>
<td>Carroll Room (208)</td>
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<td>160 without stage 144 with stage</td>
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<tr>
<td>Mezzanine Lounge (201)</td>
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<td>Davis Center (outside caterer)</td>
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<td>Field House (outside caterer)</td>
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<td>Multi-purpose Room</td>
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### MEETING SPACES*
(all spaces accessible except as noted)

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<td>Country Court Motel</td>
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<td>Country Inns &amp; Suites</td>
<td>1 Country Club Road, Holyoke</td>
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<td>Hadley, MA 01035</td>
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<td>Hadley, MA 01035</td>
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<td>Hampton Inn</td>
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<td>Red Carpet Inn</td>
<td>560 Riverdale Rd. 5</td>
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<td>Red Roof Inn</td>
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<td>Whately Inn</td>
<td>193 Chestnut Plain Road</td>
<td>Whately, MA 01093</td>
<td>800 942.8359</td>
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<td>Yankee Pedlar Inn</td>
<td>Routes 202 and 5, Northampton</td>
<td>Exit 16 off of I-91, Holyoke</td>
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*Note: Traveling to AMherst, MA 01002*
**AREA BED & BREAKFASTS**

The 1880 Inn Bed and Breakfast  
14 Pleasant Street  
Ware, MA 01082  
413 967.7847

Allen House Victorian Inn  
599 Main Street  
Amherst, MA 01002  
413 253-5000  
www.allenhouse.com

Berkshire Bed and Breakfast  
PO Box 211  
Main Street  
Williamburg, MA 01096  
413 268.7244  
www.berkshirebnbhomes.com

The Bloomsbury B&B  
178 Main Street- Route 10  
Easthampton, MA 01027  
413 527.8681

The Brandt House  
29 Highland Avenue  
Greenfield, MA 01301  
800 235.3329  
www.brandthouse.com

The Clark Tavern Inn  
98 Bay Road  
Hadley, MA 01035  
413 586.1900  
www.bbonline.com/ma/clarktavern

Cumworth Farm  
472 West Cummington Road (Route 112)  
Cummington, MA 01026  
413 634.5529  
www.hhbba.com/cumworth

Hill Gallery  
137 East Windsor Road  
Worthington, MA 01098  
413 238.5914

The Knoll  
230 N Main Street  
Florence, MA 01062-1221  
413 584.8164  
www.bbonline.com/ma/theknell/index.html

Lupine House  
185 North Main Street (Route 9)  
Florence, MA 01062  
413 586.9766 or  
800 890.9766  
http://lupinehouse.com/

Mount Tom River Inn  
4 Symansky Avenue  
Easthampton, MA 01027  
413 584.4884  
beverly@javanet.com

Penrose Victorian Inn  
133 Main Street  
Haydenville, MA 01039  
413 268.3014 or  
413 268.7711  
www.penroseinn.com

The Saltbox  
153 Elm Street  
Northampton, MA 01060  
413 584.1790  
http://users.rcn.com/saltbox/index.html

Sugar Maple Trailside Inn  
62 Chestnut Street  
Florence, MA 01062  
413 585.8559  
866 416.2753  
www.sugar-maple-inn.com

Sunnyside Farm  
21 River Road  
Whately, MA 01093  
413 665-3113

Twin Maples  
106 South Street  
Williamsburg, MA 01096  
413 268.7925  
fax 413 268.7243  
berkkbb33@javanet.com  
www.twinmaplesbnb.com

Worthington Inn  
Four Corners Farm  
Old North Road (Route 143)  
Worthington, MA 01098  
413 238.4441  
http://hidden-hills.com/worthingtoninn
This is only a sampling of vendors with whom the AASC is familiar; more can be found by searching online.

**SUGGESTED VENDORS**

**FLORISTS**
- Florence Village Flower Shop
  5 North Maple Street
  Florence, MA 01062
  413 584.9595
- LaSalle’s Florists
  PO Box 34
  Whately, MA 01093
  413 586.4501
  800 321.9284
- Nuttelman’s Florists
  135 Woodlawn Avenue
  Northampton, MA 01060
  413 584.2272
  800 981.9403
  [www.nuttelmansflorist.com](http://www.nuttelmansflorist.com)
- Stop & Shop Florists
  228 King Street
  Northampton, MA 01060
  413 584.9200
  [www.stopandshop.com](http://www.stopandshop.com)
- Big Y Florists
  136 North King Street
  Northampton, MA 01060
  413 584.6137
  [www.bigy.com](http://www.bigy.com)

**FRUIT BASKETS & DELI PLATTERS**
- State Street Fruit
  51 State Street
  Northampton, MA 01060
  413 584.2301
  [www.statetreefruit.com](http://www.statetreefruit.com)
- Serio’s Market
  65 State Street
  Northampton, MA 01060
  413 584.2633
  [www.seriosmarket.com](http://www.seriosmarket.com)
- Super Stop & Shop
  228 King Street
  Northampton, MA 01060
  413 584.9200
  [www.stopandshop.com](http://www.stopandshop.com)
- Big Y
  136 North King Street
  Northampton, MA 01060
  413 584.6137
  [www.bigy.com](http://www.bigy.com)

**DECORATING/ BALLOONS**
- Michael’s
  325 Russell Street, Route 9
  Hadley, MA 01035
  413 582.0784
  [www.michaels.com](http://www.michaels.com)
- Stop & Shop Florists
  228 King Street
  Northampton, MA 01060
  413 584.9200
  [www.stopandshop.com](http://www.stopandshop.com)
- Big Y Florists
  136 North King Street
  Northampton, MA 01060
  413 584.6137
  [www.bigy.com](http://www.bigy.com)

**PROMOTIONAL PRODUCTS & GIFTS**
- Adcentive Group
  4801 Viewridge Avenue
  San Diego, CA 92123
  858 278.9200
  [www.adcentive.com](http://www.adcentive.com)
- New England Promotional Marketing
  15 Main Street, Box 1046
  Wilbraham, MA 01095
  413 596.4800
  Outside MA: 800 334.1260
  [www.nepm.com](http://www.nepm.com)
- Razz-m-Tazz
  Promotional Products
  Marlborough, MA 01752
  508 486.9025
  800 253.8668
  [www.impressivepromotions.com](http://www.impressivepromotions.com)

**DECORATING/ BALLOONS**
- Michael’s
  325 Russell Street, Route 9
  Hadley, MA 01035
  413 582.0784
  [www.michaels.com](http://www.michaels.com)
- Stop & Shop Florists
  228 King Street
  Northampton, MA 01060
  413 584.9200
  [www.stopandshop.com](http://www.stopandshop.com)
- Big Y Florists
  136 North King Street
  Northampton, MA 01060
  413 584.6137
  [www.bigy.com](http://www.bigy.com)

**CANDY/ CONFECTIONARY**
- Ben & Bill’s Chocolate Emporium
  141 Main Street
  Northampton, MA 01060
  413 584.5695
- Sweeeties Chocolate & Confections
  68 Main Street
  Northampton, MA 01060
  413 586.4180

**COPY SHOPS**
- Paradise Copies
  Carol MacColl
  30 Crafts Avenue
  Northampton, MA 01060
  413 585.0414
  [www.paradisecopies.com](http://www.paradisecopies.com)

**SCREEN PRINTING**
- Kennedy Screen Graphics
  50 Green Street
  Northampton, MA 01060
  800 287.2124
  413 584.2124
  [www.kennedysg.com](http://www.kennedysg.com)
- Pacific Printing
  19 Damon Rd
  Northampton, MA 01060
  413 586.5700
  800 352.0752
  [www.oceanofpromotion.com](http://www.oceanofpromotion.com)

**RENTAL SERVICES**
- Northampton Rental Center
  59 Service Center Road
  Northampton, MA 01060
  413 584.5072

**MUSIC EQUIPMENT RENTAL**
- Downtown Sounds
  21 Pleasant Street
  Northampton, MA 01060
  413 586.0998
  800 564.8863
  [www.downtownsounds.com](http://www.downtownsounds.com)

**SOUND SERVICE**
- Klondike Sound Company
  1-91 Industrial Park
  Greenfield, MA 01301
  413 772.2900
  [www.klondikesound.com](http://www.klondikesound.com)
- Spearit Sound
  351 Pleasant Street
  Northampton, MA 01060
  413 584.9547
  [www.spearitsound.com](http://www.spearitsound.com)

**PHOTOGRAPHERS**
- Pivot Media Inc.
  Jim Gipe, Photographer
  30 Main St
  Florence, MA 01062
  413 584.5302
  [www.pivotmedia.com](http://www.pivotmedia.com)
- Hawkeye Photographers
  249 South Street
  Northampton, MA 01060
  413 584.0862
  [www.hawkeyephotography.com](http://www.hawkeyephotography.com)

**VIDEOGRAPHERS**
- Audio Visual Archives
  140 Pine Street
  Northampton, MA 01060
  413 586.3296
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<td>yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1965</td>
<td>yellow</td>
<td>2006</td>
<td>red</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1966</td>
<td>red</td>
<td>2007</td>
<td>green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1967</td>
<td>green</td>
<td>2008</td>
<td>blue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PMS colors:
- **Yellow:** 102
- **Blue:** 295
- **Green:** 355
- **Red:** 186
- **Purple:** 2685
**Sample Reunion Committee Form**

*This form will be due in mid-September*

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Reunion registration fee (charged to alumnae only) $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(refer to the Class Registration Fee worksheet in the Reunion Planning Guide)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reunion/Parade Theme</th>
<th></th>
</tr>
</thead>
</table>

Please provide the first, undergraduate and last name for each reunion committee member.

**Reunion Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Reunion Co-Chair (if applicable)**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Headquarters Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Parade Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Friday Dinner Chair***

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Saturday Dinner Chair***

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Program Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**Mini-Reunion Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

**House Reps Chair**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Cell phone</th>
<th>Email address</th>
</tr>
</thead>
</table>

* or a single “Meal Chair” for Friday and Saturday dinners
PRELIMINARY CLASS PROGRAM PLANNING WORKSHEET

Use this form as a planning reference; the final Class Program and Planning Form is due at a later date.

Class __________________ Name __________________

Phone __________________ Email __________________

CLASS PROGRAMMING / CLASS SCHEDULE

Within the framework of the AASC & college schedule below, please insert all planned class activities, with time and any technology service needs or special requests (attach separate sheets, if necessary). The AASC will assign space based on the programming planned.

Thursday 3 p.m. Headquarters and houses open for all alumnae

5:30/6:30 p.m. All Reunion social hour/dinner

Friday 9 a.m. – 3:15 p.m. Alumnae College Lecture Program and Luncheon

(class events should NOT be scheduled during Alumnae College)

 Noon All Reunion luncheon

5:30 & 6:30 p.m. Reunion Class social hour/dinner

Saturday 9:15 – 11:30 a.m. Alumnae Parade/State of the College Address/Last Chapel/

AASC Annual Meeting

 Noon – 1 p.m. Box Lunch

5:30 & 6:30 p.m. Reunion Class social hour/dinner

Sunday 10 a.m. Commencement Exercises (Reunion/Commencement weekend only)

10 a.m. All Reunion brunch (and 50th Reunion brunch – All Reunion weekend only)

1 p.m. Residence houses close
# Sample Per Meal Price Calculation Form

*This form will be due in early January*

<table>
<thead>
<tr>
<th>Class</th>
<th>Weekend (circle one)</th>
<th>I</th>
<th>II</th>
<th>Reunion chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FRIDAY NIGHT DINNER**

Dining site

Selected meal _____________________________ base meal price $ ________

Alcohol service

*Please select one option (described in the Meal Planning Guide)*

- **Option 1:** Beer/wine/soda during social hour and through dinner available at a walk-up bar during the cocktail hour and through dinner (no table service) ($7 per meal*)
  - alcohol service $ ________
- **Option 2:** Full service bar during social hour and wine with dinner full bar before dinner and wine served at the table with dinner ($10 per meal*)
  - alcohol service $ ________

Napkin color _____________________________ *(all tablecloths are white)* total per-meal price $ ________

Meal chair _______________________________ Phone ____________________

E-mail _________________________________

---

**SATURDAY NIGHT DINNER**

Dining site

Selected meal _____________________________ base meal price $ ________

Alcohol service

*Please select one option (described in the Meal Planning Guide)*

- **Option 1:** Beer/wine/soda during social hour and through dinner available at a walk-up bar during the cocktail hour and through dinner (no table service) ($7 per meal*)
  - alcohol service $ ________
- **Option 2:** Full service bar during social hour and wine with dinner full bar before dinner and wine served at the table with dinner ($10 per meal*)
  - alcohol service $ ________

Napkin color _____________________________ *(all tablecloths are white)* total per-meal price $ ________

Meal chair _______________________________ Phone ____________________

E-mail _________________________________

* approximate per meal alcohol fee; adjusted each year
Below is a sample breakdown of fees found on class Reunion registration forms (produced for the 60th and 65th Reunion classes only). All other classes register for Reunion online at http://alumnae.smith.edu. Class registration fees are set by each reuning class each year. The AASC, Alumnae College, meal, and bed & breakfast fees may be adjusted each year.

Class of 1900

Reunion Registration

<Reunion weekend dates>

Save time and resources by registering securely at http://alumnae.smith.edu/

Name

Session I: 9-10:30 a.m.

Session II: 11 a.m.-12:30 p.m.

Address

Alumnae College

Lunch & Lecture*

12:45-2:30 p.m.

*conflicts with Friday All Reunion Lunch; do not choose both.

E-Mail

MEALS

Dinners include social hour with appetizers; salad, entrée, dessert with coffee or tea; and wine during dinner.

NAME OF EMERGENCY CONTACT

Thursday All Reunion Dinner

Friday All Reunion lunch*

Friday Class Dinner

(Mediterranean Stuffed Chicken Breast)

Saturday buffet lunch

Saturday Class Dinner

(Filet Mignon)

Sunday All Reunion Brunch

*conflicts with Alumnae College Lunch & Lecture; do not choose both.

PAYMENT INFORMATION

All payments must be in U.S. dollars

Check made payable to the Alumnae Association of Smith College

MasterCard □ Visa □ AMEX

ACCOUNT NUMBER

EXPIRATION DATE

NAME AS IT APPEARS ON CARD

Number of on-campus housing reservations

$25 AASC Lifetime Member Discount, if applicable

HOUSING SUBTOTAL

REGISTRATION FEES

Class Registration fee

Alumnae Association Registration fee

GRAND TOTAL (Total of lines A through E)

* the early bird date is generally March 30.
† fully paid life members of the AASC in a reuning class are entitled to a $25 discount on their on-campus bed and breakfast registration or Alumnae College registration only. The discount does not apply to the class registration fee, the AASC registration fee, or meal registration fees.
As a service to Reunion classes, the Alumnae Association offers a directory that is camera ready for your printer. The camera ready copy is printed on 8 ½” x 11” white paper with the main section in a three-column layout. There are two directory options:

1. SINGLE SECTION WITH COVER PAGE  ................................................................. $25
   (alphabetical by undergraduate or current last name)
   Preferred mailing name
   Undergraduate name
   Preferred mailing address
   Preferred telephone number
   Preferred e-mail address

2. FOUR SECTIONS WITH COVER PAGE ............................................................... $75
   Section I  (alphabetical by undergraduate or current last name)
   Preferred mailing name
   Undergraduate name
   Preferred mailing address
   Preferred telephone number
   Preferred e-mail address

   Section II  Lost class members with last known address
   (alphabetical by current last name)

   Section III Class members by zip code
   (first name, undergraduate last name, current last name)

   Section IV  Necrology
   (first name, undergraduate last name, current last name, date of death)

The Alumnae Association only accepts directory requests from elected class officers. The invoice for this directory will be sent directly to your class treasurer unless otherwise requested. To place your order, please fax this form to the Alumnae Association at 413 585.2015, or call 800 526.2023, option 4.

Please allow 30 days for delivery.

Title for Cover Page

Requestor Name ____________________________  Class Office ________________________

E-mail ____________________________  Phone ____________________________

Send order to ____________________________

City ____________________________  State _______ Zip _______________
Sample Reunion Parade Signs Form

This form will be due in mid-February

Class: ___________________________  Class Color: ___________________________

- Signs should reflect both the Reunion theme and years your class spent at Smith.

- Signs are produced on white or yellow (for classes with yellow as a class color) 22” x 28” cardboard with text printed in the class color (or black on yellow).

- A good, easily readable layout is 4 lines of approximately 4 words (3-6 characters each). If you have a saying that is considerably longer, we suggest splitting between two signs to be held side-by-side or consecutively in line. Signs are double-sided. Use a guide of one sign per twenty parade marchers. Remember: the goal is to have a steady line of signs that are easy to read as you march.

- Reunion parade signs are produced by the college sign maker, and carrying stakes are attached. Facilities Management staff will deliver the signs to your class position on the Parade lineup area prior to the start of the Parade on Saturday.

- All parade sign wording must be approved by the Alumnae Association.

The charge for each sign is approximately $35, depending on complexity. Your class treasury will be billed directly by the college sign maker after the signs are completed.

Please print copy for signs below – Check spelling and punctuation (signs will be printed exactly as written).

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(Attach additional sheet, if necessary)
SAMPLE MEAL ACTIVITIES PLANNING FORM

This form will be due in mid-February

Please complete one form for each meal

<table>
<thead>
<tr>
<th>Class</th>
<th>Meal day and date</th>
</tr>
</thead>
</table>

Meal location & time

Please include cocktail location as applicable

MEAL CHAIR CONTACT

Name __________________________ Email __________________________

Address __________________________

Phone (home) __________________________ (cell) __________________________

DINING ROOM CONFIGURATIONS

Each dining room will have a registration table at the entrance (if there are two entrances to the dining room, there will be a table at each entrance). This is for the meal chair, or her designee, to check names as attendees enter to be sure each has paid.

Plan on seating eight people per table. Some dining rooms have round tables, while some have rectangular tables, and may be interchanged depending on the number attending the event; this will be determined by college staff based on the number registered for the event.

ROOM/TABLE SETUP & PROGRAMMING INFORMATION

Centerpieces must be delivered to the meal venue by 4 p.m. on the day of the event.

Please indicate who will deliver the centerpiece arrangements:

By (vendor, classmate, etc.) __________________________ Phone __________________________

Additional details (room set up, centerpiece moves, etc.) __________________________

Please provide a brief program description, i.e. “speaker after lunch from 1:15 to 1:45;” “singing group will perform from 7 to 7:30 and will need floor space in corner of room to perform,” etc. __________________________

Support needs†:

☐ Podium/Microphone
☐ Boom box/CD Player
☐ MP3 dock/speakers (users must supply player)

☐ Digital projector/screen
☐ PC or Mac laptop (circle preference)
☐ Slide projector/screen
☐ Easel and pad

☐ Other (please describe) __________________________________________

☐ Our class has no setup requirements

† please note that additional equipment may be unavailable from on-campus sources and may need to be rented.
SAMPLE CLASS MEETING AND PROGRAM PLANNING FORM

Return this form by mid-April 15

Class __________________________ Name __________________________
Phone __________________________ E-mail __________________________

CLASS MEETING
Date ____________ Time ____________ Location __________________________

Equipment needs:
- Podium/Microphone
- Boom box/CD Player
- MP3 Player/speakers
- Digital projector/screen
- PC or Mac laptop (circle preference)
- Transparency (overhead)
- Slide projector/screen
- Easel and pad

Number of 6’ tables _______ Number of chairs _______ Other needs __________________________

CLASS PROGRAMMING/CLASS SCHEDULE

Within the framework of the AASC & college schedule below, please insert all planned class activities, with time, location and any technology service needs or special requests (attach separate sheets, if necessary).

Thursday 3 p.m. Headquarters and houses open for all alumnae

5:30/6:30 p.m. All Reunion social hour/dinner

Friday 9 a.m. – 3:15 p.m. Alumnae College Lecture Program and Luncheon
(class events should NOT be scheduled during Alumnae College)

Noon All Reunion luncheon

5:30 & 6:30 p.m. Reunion Class social hour/dinner

Saturday 9:15 – 11:30 a.m. Alumnae Parade/State of the College Address/Last Chapel/
AASC Annual Meeting

Noon – 1 p.m. Box Lunch

5:30 & 6:30 p.m. Reunion Class social hour/dinner

Sunday 10 a.m. Commencement Exercises (Reunion/Commencement weekend only)
10 a.m. All Reunion brunch (and 50th Reunion brunch – All Reunion weekend only)
1 p.m. Residence houses close

Please be sure to forward a complete, updated class schedule to the AASC by May 1
SAMPLE HEADQUARTERS PLANNING FORM

This form will be due in early April

Class ___________________________ Headquarters location ___________________________

Headquarters chair ___________________________ Phone ___________________________

Address ________________________________________

street city state zip

E-mail address ______________________________________

HEADQUARTERS SETUP

Date and time for headquarters setup ___________________________

Will you need Facilities Management assistance (hanging banners, pictures, etc.)? □ Yes □ No

Date ___________________________ Time ___________________________

Please describe briefly the help needed: ______________________________________

Do you have an electric sign or banner? □ Yes □ No Where should it be hung? ___________________________

EQUIPMENT REQUESTS

Number of 6’ tables ________ □ MP3 player/speakers □ CD player

□ VCR/monitor □ DVD player/monitor

NOTES

• Classes are responsible for supplying all refreshments and associated supplies, including coffeemaker, coffee, cream, sugar, dishes, coffee cups, plastic lids, plastic ware, and/or napkins. Smith College cannot provide refreshments or associated items.

• Items from class lockers will be delivered to your headquarters by Facilities Management. HQ chairs should box any items that you would like to have moved, being sure to clearly mark all items with the class year and headquarters location.

• Follow the same procedure and clearly mark any items to be returned to the locker on Sunday. Items will be returned on Monday by Facilities Management staff. Please be careful not to return more than the locker will hold; as you know, some lockers are shared between two classes. Any material that your class would like to donate to the College Archives should also be clearly marked.

• The class headquarters is a central location for your classmates to gather. Facilities Management provides a cooler with ice for headquarters beginning with the date designated for setup and ending Saturday evening. Bottled water is no longer provided; classes must provide their own pitchers and will have access to filtered water in house dining rooms. Please note that all other items for headquarters are the responsibility of the class.

• Decorations may be as elaborate as your reunion theme allows or as simple as photos of classmates over coffee. In the past, many classes have used small plants, streamers, pictures, non-perishable food stuffs, colorful posters, mailbox/message box, table linens, paper towels, and class memorabilia.

• Other items that are helpful for the class to have at headquarters include: masking tape, adhesive tape, push pins, tacks, paperclips, rubber bands, pens, pencils, markers, notepads, paper, message pads, stapler, extension cords, three pronged adapters.

• Please do not plan on using any materials or decorations that are easily flammable. Be prepared to hang decorations from picture moldings. Use of scotch tape or another adhesive product is prohibited on any surface. Please note that all campus houses have permanent bulletin boards that may be used to display materials.
**Sample Class Election Slate Form**

*This form may be submitted before or during Reunion, but no later than June 1*

| Name of person completing form | | | |
|--------------------------------|--------------------------------|
| Position                      | E-mail                          |
| Date submitted                | Class                            |

**PLEASE PRINT CLEARLY AND USE FULL NAMES**

<table>
<thead>
<tr>
<th>President</th>
<th>current last name</th>
<th>undergraduate last name</th>
<th>first name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-President</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Reunion chair</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Reunion co-chair</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Treasurer</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Co-Treasurer</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Secretary</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Co-Secretary</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Web Chair</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
<tr>
<td>Social Media Chair</td>
<td>current last name</td>
<td>undergraduate last name</td>
<td>first name</td>
</tr>
</tbody>
</table>

If you hear of a classmate's interest in volunteering as a Smith Fund volunteer, please contact Allison Gomes, Assistant Director for Volunteer Programs at 413-585-2661 or agomes@smith.edu.

Please return this form to: Assistant Director for Events and Programs, AASC
The Alumnae House
33 Elm Street
Northampton, MA 01063
800 526.2023, option 4
fax 413 585.2015
**SAMPLE REUNION FINANCIAL REPORT**

*Available as an MS Excel spreadsheet upon request*

**Class of __________________________**  
**Reunion dates __________________________**

### Income

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per</th>
<th>Estimated Number</th>
<th>Budgeted number</th>
<th>Actual number</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues: One year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues: Five year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues: Life</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class registration fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions from officers, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan from class treasury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total income:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per</th>
<th>Estimated Number</th>
<th>Budget number</th>
<th>Actual number</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and/or meal expenses for Reunion Chair and co-chair or one other officer to observe the reunion prior to your class’s reunion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall newsletter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter newsletter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring newsletter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursements to officers for class business expenses <em>(conference calls, phone bills, postage)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class officer meeting <em>(travel, lodging, meals)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headquarter expenses <em>(decorations, supplies, refreshments, rentals)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nametags</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centerpieces/decorations for meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directory or Class book <em>(see notes on page 33 &amp; 36)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts to recognize classmates who help with Reunion <em>(optional)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honoraria for faculty speakers <em>(optional)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questionnaire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parade signs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Novelty items/souvenirs “souvenirs” <em>(price each x attendees - generally classmates only)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimburse loan from class treasury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals for observers from the class following yours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unpaid meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class gift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*60*