**GOALS OF THE SMITH COLLEGE REUNION PROGRAM**

In May of each year, Smith College welcomes her alumnae back to campus for Reunion. In addition to reuniting with classmates and friends, Reunion provides myriad opportunities for networking, learning about college programs and priorities, and a chance to once again experience some of the intellectual life of Smith College.

Reunion has been redesigned in recent years with the goal of integrating intellectual content throughout the weekend and developing programming based on college themes and priorities. The office of alumnae relations plans programming with input from class volunteers, while Reunion committees focus on bringing classmates back to campus. A primary goal of these changes is to relieve Reunion chairs of the more challenging burden of planning logistical details, so you can focus on engagement efforts and enjoy Reunion.

Each alumnae class has a distinct character. The class Reunion Chair, in collaboration with college staff, leads the planning efforts for the class reunion. Reunion Chairs, with their planning team, coordinate engagement and hospitality, plan programming and/or entertainment for the class, balanced with 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. While we cover general Reunion planning during on-campus training sessions, this book contains a number of great ideas and suggestions from classes who have planned especially successful Reunions. Also visit the “Class Volunteer Resources” area on at www.smith.edu/volunteer, where you’ll find Reunion planning information and forms. We encourage all volunteers to make full use of the online resources available.

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 Office of Alumnae Relations provides all current class officers with their names and contact information.

The information contained in this book is current as of November 2013 and is subject to change.

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  
aholich@smith.edu  
800 526.2023, option 4  
413 585.4406  
FAX 585.2015
Thank you for volunteering for Smith!

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

Hours:  M–F, 8:30 am to 4:30 pm during the academic year
       M–F 8 am to 4 pm, Memorial Day to Labor Day

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

Office of Alumnae Relations .................................................................Press 4
  • Alumnae engagement efforts
  • Alumnae Events and Programs, including Reunion
  • Class, Club and Group Officers
  • Smith Clubs throughout the U.S. and Abroad
  • Alumnae affinity groups
  • Class and Club e-communications
  • List and Label Requests
  • Smith Travel Program (or call 800-225-2029)

Office of College Relations .............................................................413-585-2170
  • Smith Alumnae Quarterly Class Notes
  • Advertising in SAQ Members Exchange
  • SAQ Articles

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

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

Alumnae Association Fax .................................................................413 585.2073
Alumnae Relations 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
Office of Alumnae Relations staff
Planning for Reunion is a year-round effort. The staff is specifically responsible for:
- Design and production of all Reunion correspondence produced by the college, including the Reunion “save the date” postcard, Reunion Registration materials, and the Reunion web site
- Coordinating all Reunion registration, both online and print
- Communicating Reunion dates to alumnae in Reunion classes in the year before Reunion
- Planning programming and intellectual content that highlights college programs and priorities
- Assisting and supporting Reunion Chairs in planning their class program and providing historical Reunion information
- Reunion space assignments (housing, headquarters, and program space)
- Coordinating with various college departments, including Facilities Management, Dining Services, Educational Technology Services (ETS), and student workers to prepare the campus for returning alumnae
- 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 to serve as an additional resource for class officers. Committee members are appointed for a three-year term and represent the various class officer positions, decades, and Ada Comstock alumnae. They field questions from class officers and assist the office of alumnae relations in determining how best to support class officers. 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.

Reunion Student Ambassadors
All classes are assigned student ambassadors who are carefully selected for these highly competitive positions and are oriented to their duties. They are available to help in whatever way is needed, such as assisting with headquarters setup, assisting with meal check-ins, and guiding alumnae through Reunion programs. Ambassadors attend all class meals as guests of the class.

The ambassador program creates a weekend of opportunities to hear from current students about campus life today, and for current students to learn about the Smith experience when you and your classmates were students.
Office of Alumnae Relations Staff

Jennifer Chrisler ‘92, Vice President for Alumnae Relations and Executive Director of the Alumnae Association of Smith College (jchrisler@smith.edu)

Responsible for the complete, integrated management of Alumnae Relations staff; serves as liaison to AASC Board of Directors and represents alumnae relations efforts at the senior staff level.

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

Provides administrative and secretarial assistance to the vice president, serves as secretary to the President of the Alumnae Association. Serves as the staff liaison to 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 with alumnae in the areas of professional engagement and careers, strengthening connections and increasing 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 Director of Alumnae Engagement and oversees budgets in the Alumnae Outreach department.

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 alumnae relations events as needed.
EVENTS and PROGRAMS

Amy Holich-Dunn, AC ‘05, Assistant Director, Events and Programs 413 585.4406
(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 413 585.2058
(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.

Lindsey Venne, Program Coordinator, Events and Programs 413 585.2030
(lvenne@smith.edu)
Supports alumnae programs and special events, including Reunion, with all aspects of data management; supports program and event planning and implementation; and manages related projects as assigned. Coordinates Reunion planning for the earliest Reunion classes (65th, 70th, 75th and 80th).

SMITH TRAVEL

Elizabeth Bigwood, Assistant Director for Smith Travel 413 585.2029
(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 413 585.4405
(rwashut@smith.edu)
 Provides administrative support to the Assistant Director for Smith Travel.
# Reunion I (Commencement) Weekend Schedule

10th, 20th, 30th, 40th, 50th classes  
schedule is subject to change

<table>
<thead>
<tr>
<th>Thursday</th>
<th>The Alumnae House is open 8:30 a.m. to 8 p.m.</th>
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</thead>
<tbody>
<tr>
<td>4 – 8 p.m.</td>
<td>Reunion Early Arrival Registration</td>
</tr>
<tr>
<td>5/6 p.m.</td>
<td>Early Arrivals Dinner</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>College programming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday</th>
<th>The Alumnae House is open 8:30 a.m. to 11 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 a.m. – 11 p.m.</td>
<td>Reunion Registration</td>
</tr>
<tr>
<td>Noon</td>
<td>All Reunion luncheon with keynote speaker</td>
</tr>
<tr>
<td>2–3:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td>2–4 p.m.</td>
<td>Campus activities</td>
</tr>
<tr>
<td>3:30–4:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>Welcome receptions: JYA, LGBTQ, Alumnae of Color, International alumnae</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>President’s Reception for the 50th Reunion class</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>Reunion social hour</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Reunion class dinners</td>
</tr>
<tr>
<td>Evening</td>
<td>Class programming</td>
</tr>
<tr>
<td></td>
<td>College programming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday</th>
<th>The Alumnae House is open 8 a.m. to 11 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. – 3 p.m.</td>
<td>Reunion Registration</td>
</tr>
<tr>
<td>9:15 a.m. (8:45 lineup)</td>
<td>Alumnae Parade/Ivy Day Ceremony</td>
</tr>
<tr>
<td>Noon – 1 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1–2:15 p.m.</td>
<td>Alumnae class programming</td>
</tr>
<tr>
<td>1:30 – 2:30 p.m.</td>
<td>President’s Reception</td>
</tr>
<tr>
<td>2:30–3:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td>5:30/6:30 p.m.</td>
<td>Reunion Class social hours/dinners</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>Commencement Concert</td>
</tr>
<tr>
<td>8 – 10 p.m.</td>
<td>Illumination of center campus with live music</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday</th>
<th>The Alumnae House is open 8 a.m. to 1 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m.</td>
<td>Commencement Exercises</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>50th class Sunday brunch</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>All Reunion Sunday brunch</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>Residence houses close</td>
</tr>
</tbody>
</table>

**Note:** Breakfast is served in college houses from 7 to 9 am on Saturday and Sunday.
# Reunion II Weekend Schedule

5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th, 70th, 75th, 80th

Schedule is subject to change

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>4 – 8 p.m.</td>
<td>Reunion Early Arrival Registration</td>
</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>8 p.m.</td>
<td>College programming</td>
</tr>
<tr>
<td>Friday</td>
<td>11 a.m. – 11 p.m.</td>
<td>Reunion Registration</td>
</tr>
<tr>
<td></td>
<td>Noon</td>
<td>All Reunion luncheon with keynote speaker</td>
</tr>
<tr>
<td></td>
<td>2–3:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td></td>
<td>2–4 p.m.</td>
<td>Campus activities</td>
</tr>
<tr>
<td></td>
<td>3:30–4:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td></td>
<td>4 p.m.</td>
<td>Welcome receptions: JYA, LGBTQ, Alumnae of Color, International alumnae, Travel</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m.</td>
<td>President’s Reception for the 25th Reunion class</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m.</td>
<td>Reunion social hour</td>
</tr>
<tr>
<td></td>
<td>6:30 p.m.</td>
<td>Reunion Class Dinners</td>
</tr>
<tr>
<td></td>
<td>Evening</td>
<td>Class programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College programming</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m. – 3 p.m.</td>
<td>Reunion Registration</td>
</tr>
<tr>
<td></td>
<td>9:15 a.m. (8:45 lineup)</td>
<td>Alumnae Parade/AASC Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>Noon</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1–2:15 p.m.</td>
<td>Alumnae class programming</td>
</tr>
<tr>
<td></td>
<td>2:30–3:15 p.m.</td>
<td>College programming/presentation</td>
</tr>
<tr>
<td></td>
<td>5:30/6:30 p.m.</td>
<td>Reunion Class social hours/dinners</td>
</tr>
<tr>
<td></td>
<td>8 – 10 p.m.</td>
<td>Illumination of center campus with live music</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 a.m.</td>
<td>Reunion Service of Remembrance</td>
</tr>
<tr>
<td></td>
<td>10 a.m.</td>
<td>25th Reunion class Sunday Brunch</td>
</tr>
<tr>
<td></td>
<td>10 a.m.</td>
<td>All Reunion Sunday brunch</td>
</tr>
<tr>
<td></td>
<td>1 p.m.</td>
<td>Residence houses close</td>
</tr>
</tbody>
</table>

**Notes:** Breakfast is served in college houses from 7 to 9 a.m. on Saturday and Sunday.
Reunion Chair Responsibilities

General Duties

- Organize all aspects of class Reunion planned by the class, including selection of the Reunion theme and the overall class programs, budgeting for the event, and acting as a liaison with alumnae relations staff for specific arrangements.
- 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 with all those classmates expressing interest.
- 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 Reunion and to be your guest(s) for the Saturday 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 relations 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 college maintains a set of keys and you may access your locker during regular business hours (see page 5).

Suggestions

- Consider choosing a Reunion co-chair to complement your interests and abilities, and to provide support and assistance through Reunion planning.
- Consider co-chairs for many roles; the larger the committee, the broader the interest from the class.
- 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 (available from the office of alumnae relations)
  - Past Reunion correspondence and 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 chosen.
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. 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 office of alumnae relations.

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.
   - Don’t 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 overall Reunion program. The following positions help coordinate Reunion planning efforts:

- Headquarters Chair
- Alumnae Parade Chair
- Class Dinner Chair(s)
- Program/Activities Chair
- House Reps Chair and House Reps
- 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 (optional)

You will submit your Reunion committee list in the fall of the year prior to Reunion. Forms for each area (parade, headquarters, etc.) and class events (specific equipment, audio-visual needs, and set-ups) will be sent to each committee chair as appropriate, and will be posted on Volunteering for your Class web page. These forms should be completed and returned 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 checking in at the Alumnae House. Further details are available in the Class Headquarters section on page 22.

We strongly suggest 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 mailing 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 office of alumnae relations 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 office of alumnae relations. 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 single-sided.
- When considering wording, please remember that alumnae of many ages, as well as graduating seniors, their families, and guests will see them. Wording should be appropriate and respectful of and non-offensive to all age groups, ethnicities, religions, sexual orientation, gender identity, race, and political affiliations.
The college will have signs made prior to Reunion and delivered to the parade line-up location on Saturday of each weekend. The cost of the signs (approximately $40 each) will be withheld from the class registration fees before they are disbursed after Reunion.

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, distributed at registration at the Alumnae House or 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 Chair(s)

The Class Dinner Chair(s) and Reunion Chair should jointly select the Friday and Saturday menus from the Meal Planning Guide that will be sent in December prior to Reunion. All other arrangements for programming, decorations, and program details are then handled by the Class Dinner Chair(s).

Classes also have a cocktail hour prior to dinner. The college coordinate this part of the evening. In response to growing feedback in recent years, cocktail hours are NOT included in the cost of the meal and guests will pay bartenders directly for the drinks they order. However, wine service with dinner will be included in the cost of the meal.

In consultation with the Reunion Chair, the Class Dinner Chair decides on the general format of the dinner program. Program possibilities include a speaker, a discussion led by distinguished classmates, or a musical program. Remember that your class is likely to be in a festive mood, and a long and serious program may not be appealing to your audience. After-dinner programming in dining rooms may not last longer than one half hour after dessert is cleared, to allow staff to complete their work for the evening. If this is the case, the Reunion Chair should work with the office of alumnae relations to find an alternate space.

A Class Dinner Program Planning Form will be sent to the Class Dinner Chair in January. This form should be completed and returned by the deadline indicated. A sample of the form may be found at the end of this handbook.
The Program Chair should plan programming that effectively draws 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 by classmates), and the “Saturday Evening Musicale” (an evening of Jazz performed by a classmate). The class also added old movie stills to their parade signs, including captions that were evocative of their years in Northampton.

Alternately, class programming can effectively tie to college themes and priorities, such as ’77’s Sustainability theme for their 35th Reunion in 2012, during which they heard about Smith sustainability initiatives, enjoyed meals made with locally-sourced provisions, and gave classmates ‘green’ souvenirs that provided useful information and products.

One of the most ‘engaging’ jobs on the Reunion committee, House Reps connect with senior housemates to build enthusiasm for Reunion. House Rep chairs coordinate the efforts of House Reps and serve as a single contact with the Reunion chair and the office of alumnae relations.

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

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

House reps generally 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 online directory,
or note them yourself and forward the updated information to the college. 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 27.

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.mass-vacation.com/westernMass/ for great ideas and contact information.

NAME TAG CHAIR (OPTIONAL) AND NAME TAGS

Beginning with Reunion 2013, the office of alumnae relations produces nametags for all Reunion classes. These basic hangtag type (Avery 74520 plastic holder with an elastic cord and 3” x 4” inserts) include the first name (or nickname, if provided) and class year in a large font, with the full name in a smaller font on the second line. Nametags for guests are also included.

Nametags are printed on full-page sheets (Avery 5392) and delivered, along with the plastic holders, to the class headquarters, for class volunteers to assemble for distribution to classmates as they arrive.

Classes may continue to produce their own nametags, if they wish. Beginning in early April, the office of alumnae relations 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).
General Reunion Planning Schedule

Eighteen months prior to Reunion:

The Reunion chair attends 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. **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 **the fall**, Reunion Chairs begin to receive regular correspondence via e-mail from the office of alumnae relations to plan for Reunion. You will be asked to provide the names and contact information for your committee chairs. Space assignments for each class will be made by the college by **late October**.

We suggest 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 office of alumnae relations sends a Save-the-Date e-mail, and subsequent postcard, to all alumnae in Reunion classes for whom contact information is on record.

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

In **February**, the office of alumnae relations 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 office of alumnae relations.

In **May**, Reunion!
# Reunion Planning Timeline

The office of alumnae relations will send a series of mailings to Reunion chairs, as well as other Reunion Committee members when applicable, between the fall before 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.

If you have any questions, or if you need additional information, please contact the Assistant Director for Events and Programs at 800 526.2023, option 4.

<table>
<thead>
<tr>
<th>Action (sample forms are at the end of this book)</th>
<th>Deadline date</th>
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</thead>
<tbody>
<tr>
<td>Submit <strong>Reunion Committee Form</strong></td>
<td>Fall before Reunion</td>
</tr>
<tr>
<td>• Indicate Reunion theme</td>
<td></td>
</tr>
<tr>
<td>• Indicate class registration fee (<em>worksheet on page 35</em>)</td>
<td></td>
</tr>
<tr>
<td>College sends save-the-date postcard to alumnae in Reunion classes</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 <strong>Class Meals Price Calculation Form</strong></td>
<td>early January</td>
</tr>
<tr>
<td>• (includes meal selection)</td>
<td></td>
</tr>
<tr>
<td>Reunion e-newsletter/reminder to class (Class President)</td>
<td>January/February</td>
</tr>
<tr>
<td>Submit <strong>Parade Sign Form</strong></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 <strong>Meal Activities &amp; Planning Form</strong> (Meal Chair)</td>
<td>Mid-February</td>
</tr>
<tr>
<td>Reunion Registration materials sent to alumnae in Reunion classes</td>
<td>Mid-February</td>
</tr>
<tr>
<td>Submit <strong>Class Directory Request Form</strong> (optional)</td>
<td>by March 15</td>
</tr>
<tr>
<td>Reunion e-newsletter/reminder to class (Class President)</td>
<td>March/April</td>
</tr>
<tr>
<td>Submit <strong>Class Meeting and Program Planning Form</strong></td>
<td>Early March</td>
</tr>
<tr>
<td>Invite to <strong>Observers</strong> to Class Dinner</td>
<td>Mid-March</td>
</tr>
<tr>
<td>Submit <strong>Headquarters Planning Form</strong> (HQ Chair)</td>
<td>Early April</td>
</tr>
<tr>
<td>Post-Reunion: Submit <strong>Class Slate</strong></td>
<td>at Reunion/by June 1</td>
</tr>
<tr>
<td>Submit <strong>Reunion Report</strong> (<em>guidelines on page 28</em>)</td>
<td>June 30</td>
</tr>
<tr>
<td>Remind Treasurer to submit <strong>Reunion Financial Report</strong></td>
<td>June 30</td>
</tr>
</tbody>
</table>
Reunion Meals & Meal Planning

Alumnae have the option of registering for individual meals when they complete their online registration. The office of alumnae relations coordinates the details for all meals except the Friday and Saturday Class Dinners.

All Reunion events are held in one or two central locations, depending upon the anticipated number of attendees.

- Thursday All Reunion Buffet Dinner *(separate for 25th and 50th classes)*
- Friday All Reunion Buffet Luncheon
- Friday All Reunion Cocktails *(25th and 50th hosted by the president)*
- Saturday Lunch
- Sunday Brunch

**Class Dinners:**

- Thursday 25th and 50th Reunion class dinner buffet
  
  *Space as assigned.*
- Friday Class Dinner *(follows All Reunion Cocktails)*
- Saturday Class Cocktails and Dinner
  
  *Space as assigned.*

The office of alumnae relations, working with the Reunion Chair and Meal Chair, handles the arrangements for class dinners. Class dinner attendance averages are at right; meal counts vary depending on attendance trends for individual classes.

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Friday dinner</th>
<th>Saturday dinner</th>
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<tbody>
<tr>
<td>65th</td>
<td>29</td>
<td>26</td>
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<tr>
<td>60th</td>
<td>79</td>
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<td>50th</td>
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<td>30th</td>
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<td>25th</td>
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<td>20th</td>
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<td>162</td>
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<tr>
<td>15th</td>
<td>27</td>
<td>60</td>
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<tr>
<td>10th</td>
<td>68</td>
<td>178</td>
</tr>
<tr>
<td>5th</td>
<td>13</td>
<td>150</td>
</tr>
</tbody>
</table>

Breakfast on Saturday and Sunday is included in the housing package for registered alumnae and guests staying in assigned college houses.

Due to the number of events held on campus during Reunion, the office of alumnae relations contracts with a local caterer to supplement the service provided by Smith College Dining Services. Meals held in college houses and dining facilities are catered by Dining Services, while the contracted caterer provides meals held in other venues. The Meal Planning Guide, which contains menus for all venues, is mailed in December. Do not contact other caterers to provide meals or receptions in any college facilities.

Beginning with Reunion 2013, cocktail hours have cash bars. Wine will be served with dinner as part of the meal price; caterers 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. The office of alumnae relations will notify Reunion Chair(s) immediately if a change in meal venue is imminent. The college may not be able to accommodate last minute meal purchases in these instances.

Meal fees reflect the exact amount charged by the caterers and include no mark up. A $10 late fee is added to each meal ordered after the registration deadline. Encourage classmates to register early to avoid paying the late fee and to ensure the most accurate number of reservations possible. This will make the meal chairs job easier and will reduce the likelihood that classmates will need to be turned away at the last minute.

Your class will be charged for each meal served. Everyone present at a meal must have paid for their meal. A meal registration report will be sent to each meal site approximately an hour before the meal begins. Student Ambassadors or staff will check the nametag against the list, to verify that each person attending the meal has paid.
Linens: All tablecloths are white and napkins are in class colors.

Centerpieces: Centerpieces should be no more that 12” in diameter and low enough to not impede conversation. 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).

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. Cash bars for the cocktail hours before dinners must be staffed by dining services or catering staff. Wine with the meal must be served by Smith College Dining Services or the caterer and will be included in the price of the meal.

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 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 can be held liable. If you, as Reunion Chair, purchased the alcohol, you could be held liable for any damages or injury under Massachusetts State law.

CLASS PROGRAMMING/ENTERTAINMENT DURING OR AFTER DINNER

Class Dinner performances or presentations by classmates who are singers, authors, musicians, dancers, or actresses are often popular, as is the presentation of class survey results. Faculty groups may also be asked to perform. Be sure to invite them early!

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, after dessert is served
OR
Your class must move to a different venue for the program.

After dinner programs held in the dining room that are more than a half hour in length cause catering staff to wait until the program is complete to resume their work. Catering staff must clear dining rooms, and late programs expend significant time, energy and overtime for college and catering staff. If your program exceeds this time, your class may be charged for overtime coverage.

When planning a program during or after dinner, keep the following in mind:

- A table with reserved seating may be needed for your speaker and class officers.
- The best time for the speaker to give the presentation is over dessert.
- A program should last no more than 45 minutes to one hour.
- The catering staff must 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. 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 college assigns all Reunion housing as part of the registration process. Please remember, and remind classmates, that student residences are not equivalent to a hotel or motel.

**Housing reservations are made per bed**, not per room.

Houses open at 4 pm on Thursday of each weekend. Housing is not available for anyone arriving before Thursday night of each weekend.

Renovation schedules dictate the houses available for use during Reunion.

With Reunion 2013, card access is available to exterior doors of student residences only. The college does not issue keys to individual rooms. Encourage classmates to leave valuables at home.

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.

**Student residences HAVE:**
- Single beds and single rooms (some doubles are available and used for families and/or couples)
- Two to four flights of 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
- Some have elevators (Chase, Comstock, Duckett, Gillett, King, Lamont, Northrop, Wilder, and Scales Houses)
- Bedding (sheet, blanket, pillow/pillowcase)

**Student residence rooms DO NOT have:**
- Air conditioning or fans
- Bedside reading lamps
- Televisions/radios
- Clocks/clock radios
- Quilts (extra blankets are available)

On-campus housing is not for everyone and classmates may prefer to stay in a hotel, motel, or B&B in the Northampton area. For information about area accommodations, go to:
- www.smith.edu/about-smith/visiting-smith/local-accommodations
- www.explorenorthampton.com
- www.bedandbreakfast.com/greater-springfield-massachusetts.html
Class Guests

- Guests are accommodated in the student residences whenever possible. No special restroom arrangements are made for male guests. When possible, all families and/or male guests are accommodated 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 office of alumnae relations will send contact info for the Reunion Chairs from the class following yours.

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 class dinner. The observer’s class is responsible for paying travel, all other meal fees, the college Reunion registration fee, and the accommodation expenses associated with returning to Northampton to observe Reunion. Observers do not pay the class registration fee for the class they are observing. 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 observing Reunion chair’s class treasury should cover their meal costs.

Please remember to have all class-specific information available for these observers.

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

Faculty Guests

If your class plans to have a faculty speaker, the Reunion chair or her designee should extend the invitation. Speakers should be invited to join the class as a guest for dinner. The Faculty Speaker Program list appears online at Clubs & Groups/Faculty Speaker Program on the menu bar at http://alumnae.smith.edu.

Your 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 for housing, meals, and programs will be assigned by the college in October. Programs must be planned by early February, to determine the most appropriate space and for inclusion in the print program. The technical support required (i.e. can the room be darkened if necessary; is there space for a panel table; will microphones or a podium be needed) and general space set-up will then be described on the Class Program & Activities Planning Form. A sample of this form can be found in the back 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 not used for dining (which has round tables and chairs) may be assigned for small, group breakout sessions. Refer to the Reunion Event Spaces table on pages 40 and 41 of this book for information about spaces on campus. 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. The class must secure proper permissions for public viewing of any films or documentaries.

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

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

Equipment
Smith College can generally provide any equipment needed for class programs. Smith College Educational Technology Services (ETS) supplies audio-visual equipment to classes for various Reunion events. ETS will also record an event on audio or video for a fee. Audio-visual equipment that is available for use at class events includes:

- Portable compact disc or cassette players
- Digital projectors/PC or Mac laptop
- Slide 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 Class Program & Activities Planning Form where equipment should be set up and if you need someone to operate it. The office of alumnae relations 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.

If the college cannot provide the necessary equipment, 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 office of alumnae relations 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. Be sure to include any rental expenses in your Reunion budget.
Class Headquarters & Hospitality

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*
  
  * Alumnae are responsible for transporting or shipping work to Northampton. The college does not cover shipping and does not provide insurance. It is also important to note that house living rooms are **not** formal gallery space and must be used as-is.
- Provide flip charts to write personal notes, ride requests, post business cards, etc.
- Use house 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 yearbooks/class books, scrapbooks or 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. Consider using a single-cup coffee station (i.e. Keurig)
- Use flowers and plants to make a bright addition

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

- A digital photo frame to display both current photos and those from your time at Smith
- A giant crossword puzzle of Smith factoids on an erasable white board
- A timeline of national/international events that occurred during your years 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 handout with a campus map with new things to see such as Ford Hall, the Campus Center, the Japanese Garden on the pond edge, the Botanic Gardens and Conservatory, the Olin Fitness Center, or the Museum of Art and its artist-designed bathrooms.
- Provide student ambassadors with buttons that say “Ask me about Praxis internships” or “Ask me about Northampton today.”

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.

Houses open at noon on Thursday of each weekend for Headquarter set-up.

On Sunday, 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 Headquarter 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 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.

The College Archives collects materials from alumnae relating to their undergraduate years at the College, seeking materials that supplement the official records of the college. They specifically want 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 always seeks 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 visit http://www.smith.edu/libraries/libs/archives/donations#alumnae. Contact Nanci Young, College Archivist (nyoung@smith.edu) or Debbie Richards, Archives Specialist (drichard@smith.edu), phone (413) 585-2970.
Traditionally, the class meeting is held during or immediately after lunch on Saturday, but many classes now hold a brief meeting during the Saturday class dinner. Indicate 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/ratify 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 office of alumnae relations 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 following awards are presented during the Ivy Day Convocation (RI) and/or the AASC Annual Meeting (RII):

**Alumnae Association:**
- 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:**
- 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 number of Smith “Stars” (consistent five year donors)
- Milestone achievements when accomplished

**Planned Giving & Bequests:**
- To the class with the highest percentage of Grécourt Society members.

The Alumnae Association awards are based Reunion attendance figures on the number of alumnae from each class who pre-register with the college, combined with the number of walk-in registrations received by 9 pm on Friday prior to the Alumnae Parade. Classes will not receive attendance credit for alumnae who do not register with the college.

Smith Fund class gift awards are based on gifts received by 9 pm on Friday prior to the Alumnae Parade.
Please answer the following questions:

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

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 □ Sports bar
□ Karaoke □ Bowling
□ Hiking/Nature walk □ Other

Suggestions for Reunion theme: ____________________________________________________________
MINI-REUNIONS & PRE-REUNION PARTIES

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 potluck 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. The office of alumnae relations can provide class lists with email addresses sorted by geographic areas. Review the list with the class officers.
- If requesting labels from the office of alumnae relations, be sure to do so at least five weeks before you need them, 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. To save money, send invitations electronically, either via broadcast email or using online invitation sites, like Evite or Paperless Post.
POST-REUNION WRAP-UP

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

The office of alumnae relations asks classes to provide samples of class souvenirs (souvenirs) and any other class materials, such as class books or directories, songbooks, or other print materials as examples for classes who follow yours. Please send samples to the Assistant Director for Events and Programs.

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 office of alumnae relations, 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 college database.


☐ 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 office of alumnae relations, 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 college

☐ 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 thought
Communicating via e-mail or the Web is a fast, economical way to provide timely, important information and to engage alumnae in the life of the college. Very few classes continue to produce print newsletters, in favor of more economical and timely electronic communications. Here are some simple suggestions for building an effective e-communications program for your class.

- Appoint a Social Media Chair to coordinate electronic communications.
- Encourage classmates to update their e-mail address with the college and reach out to alumnae who haven’t shared their e-mail addresses with us. The more good e-mail addresses Smith has, the more effective your communications will be. Classmates can update their contact information by forwarding updates (along with their full name and class year) to alumnaerecords@smith.edu.
- Create a vibrant and robust web presence that can accommodate news and information about your class and the college. Update it regularly with class news, news from Smith, Reunion plans, or even audio and video. Many classes use web sites and social media platforms very effectively during the year leading up to Reunion, sharing lists of who is registered, plans for the weekend, and requests for volunteers.
- Design and printing of class stationery for use by Smith Fund volunteers should be coordinated with The Smith Fund.

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:

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

**College 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 office of alumnae relations.
- For mailing labels/data, please contact Lindsey Venne at lvenne@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 and your own class are much appreciated.
CLASS COMMUNICATION SCHEDULE

Summer Prior to Reunion
The Class President, in consultation with the Reunion Chair, Smith Fund volunteers, and 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 college sends a Save the Date e-mail and subsequent postcard to all active alumnae in reunion classes and observers during the fall prior to Reunion.
Class communications sent the fall before Reunion should include Reunion dates, the theme, names, addresses, phone numbers, and e-mail addresses of all committee chairs, including the Nominating Committee Chair. If a questionnaire is to be returned for a Reunion Class Book or 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 college and your class, a list of class members who are planning to attend, and a reminder of things to pack. Deadlines should be clearly specified.

February
The office of alumnae relations 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 Reunion web page and online registration also goes live at this time, containing much web-only content and links (family activities, travel information, special Reunion programs) 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 and last-minute details. 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 attend Reunion.

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 office of alumnae relations 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.

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 can be a cost-effective alternative to publishing a Reunion classbook, but be warned: they are out-of-date almost immediately. If you decide to produce a class directory, the office of alumnae relations can provide a camera-ready copy of the 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 more extensive 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 college 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 college database for Reunion Books and/or class directories (via classbook questionnaires).

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 Vice President for Alumnae Relations.

The office of alumnae relations releases information in the following formats:

• Electronic file via e-mail (as an attachment)
• Printed lists of alumnae/classmates
• Self-adhesive mailing labels

Please note the following with regard to information released:

• Only class officers may request lists, labels, or electronic files.
• 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, the office of alumnae relations does not have the resources to provide computer support for information released, including, but not limited to, instruction, training, or troubleshooting.
Reunion Expenses and the Class Registration Fee

The following Reunion expenses are the responsibility of the class and should be covered in the class registration fee:

- 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 (if the class produces its own);
- 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.

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 $100 depending on the size of the class, what Reunion is being celebrated, and the state of the treasury. See below. The office of alumnae relations will assist the class, if needed, in setting its fee. Guests are generally not charged the class registration fee.

The class treasurer, in consultation with the class Reunion chair, should 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.

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 disbursed after Reunion.

Recent class registration fees (for reference)

<table>
<thead>
<tr>
<th>Reunion</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Average (7 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60th</td>
<td>$40</td>
<td>$40</td>
<td>n/a</td>
<td>$25</td>
<td>$40</td>
<td>$60</td>
<td>$45</td>
<td>$36</td>
</tr>
<tr>
<td>55th</td>
<td>$52</td>
<td>$60</td>
<td>$45</td>
<td>$55</td>
<td>$60</td>
<td>$50</td>
<td>$95</td>
<td>$60</td>
</tr>
<tr>
<td>50th</td>
<td>$95</td>
<td>$100</td>
<td>$100</td>
<td>$70</td>
<td>$95</td>
<td>$100</td>
<td>$95</td>
<td>$94</td>
</tr>
<tr>
<td>45th</td>
<td>$50</td>
<td>$45</td>
<td>$64</td>
<td>$75</td>
<td>$85</td>
<td>$60</td>
<td>$60</td>
<td>$63</td>
</tr>
<tr>
<td>40th</td>
<td>$45</td>
<td>$50</td>
<td>$70</td>
<td>$60</td>
<td>$55</td>
<td>$45</td>
<td>$60</td>
<td>$55</td>
</tr>
<tr>
<td>35th</td>
<td>$50</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$35</td>
<td>$49</td>
</tr>
<tr>
<td>30th</td>
<td>$100</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$65</td>
<td>$50</td>
<td>$59</td>
</tr>
<tr>
<td>25th</td>
<td>$65</td>
<td>$75</td>
<td>$75</td>
<td>$45</td>
<td>$65</td>
<td>$75</td>
<td>$88</td>
<td>$70</td>
</tr>
<tr>
<td>20th</td>
<td>$60</td>
<td>$40</td>
<td>$50</td>
<td>$45</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>15th</td>
<td>$68</td>
<td>$40</td>
<td>$40</td>
<td>$40</td>
<td>$50</td>
<td>$45</td>
<td>$40</td>
<td>$46</td>
</tr>
<tr>
<td>10th</td>
<td>$25</td>
<td>$30</td>
<td>$30</td>
<td>$40</td>
<td>$30</td>
<td>$30</td>
<td>$40</td>
<td>$32</td>
</tr>
<tr>
<td>5th</td>
<td>$40</td>
<td>$40</td>
<td>$45</td>
<td>$40</td>
<td>$40</td>
<td>$50</td>
<td>$45</td>
<td>$43</td>
</tr>
</tbody>
</table>
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
- aprons
- umbrellas
- luggage tags/keychains
- 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 registration fee to cover the expense in its entirety. Classes are responsible for paying vendors, including Smith College departments.

Souvenirs may be shipped directly to Northampton to be stored 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
33 Elm Street
Northampton, MA 01063
Box # of # (total number)

College Fees

The college charges for:

- Reunion registration fee (charged to all registrants)
- On-campus housing – a flat fee for two nights or any portion thereof. **This fee cannot be prorated.** Alumnae Association Life Members may receive a $25 discount.
- All meals
- Late fees are assessed for room and meal reservations received after the registration deadline (generally April 20).

Alumnae may register beginning in late February. The Reunion registration booklet and registration forms for the 50th and earlier classes are also made available as PDFs on the Reunion Resources. The college offers online registration to members of reuniting classes only.

For ease of payment, the office of alumnae relations 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 college accepts MasterCard, VISA, American Express, and personal checks.
## Class Registration Fee Worksheet

Anticipated number of classmates who will attend  
(See “Reunion Attendance Counts and 10-Year Averages” on page 37 and 38)

<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</td>
</tr>
<tr>
<td></td>
<td>other officer to observe the Reunion prior to your class’ reunion.</td>
</tr>
<tr>
<td></td>
<td>Two or three first class mailings to the class during the 12 months</td>
</tr>
<tr>
<td></td>
<td>prior to Reunion.</td>
</tr>
<tr>
<td></td>
<td>Reimbursements to officers for class business expenses (conference</td>
</tr>
<tr>
<td></td>
<td>calls, phone bills, postage).</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous HQ expenses such as decorations, supplies, refreshments,</td>
</tr>
<tr>
<td></td>
<td>rental equipment.</td>
</tr>
<tr>
<td></td>
<td>Nametags <em>(optional)</em> (price each x anticipated attendees, including</td>
</tr>
<tr>
<td></td>
<td>guests)</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 31)</em></td>
</tr>
<tr>
<td></td>
<td>Novelty items/&quot;souvenirs&quot; (price each x anticipated attendees;</td>
</tr>
<tr>
<td></td>
<td>generally given to classmates only)</td>
</tr>
<tr>
<td></td>
<td>Parade signs <em>(1 sign per 20 classmates @ approximately $40 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 *(e.g. faculty invited to class dinner,</td>
</tr>
<tr>
<td></td>
<td>observers, etc.)</td>
</tr>
<tr>
<td></td>
<td>Saturday dinner for observers and all meals for Student Ambassadors</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 33)
INCOME

Class 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
## Reunion Attendance Counts and 10-Year Averages

<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>1944</td>
<td>78</td>
<td>119</td>
<td>87</td>
<td>111</td>
<td>143</td>
<td>76</td>
<td>113</td>
<td>113</td>
<td>146</td>
<td>80</td>
<td>68</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>1945</td>
<td></td>
<td>107</td>
<td>107</td>
<td>114</td>
<td>129</td>
<td>130</td>
<td>141</td>
<td>190</td>
<td>102</td>
<td>81</td>
<td>26</td>
<td></td>
<td></td>
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<tr>
<td>1946</td>
<td>153</td>
<td>104</td>
<td>80</td>
<td>136</td>
<td>81</td>
<td>130</td>
<td>158</td>
<td>109</td>
<td>166</td>
<td>85</td>
<td>61</td>
<td>35</td>
<td></td>
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<td>1947</td>
<td>78</td>
<td>79</td>
<td>91</td>
<td>109</td>
<td>163</td>
<td>107</td>
<td>134</td>
<td>165</td>
<td>117</td>
<td>206</td>
<td>68</td>
<td>74</td>
<td>29</td>
</tr>
<tr>
<td>1948</td>
<td>47</td>
<td>140</td>
<td>89</td>
<td>89</td>
<td>171</td>
<td>127</td>
<td>139</td>
<td>150</td>
<td>136</td>
<td>189</td>
<td>68</td>
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<td>25</td>
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<td>1949</td>
<td>77</td>
<td>93</td>
<td>70</td>
<td>74</td>
<td>150</td>
<td>121</td>
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<td>238</td>
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<td>1952</td>
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<td>82</td>
<td>216</td>
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<td>120</td>
<td>141</td>
<td>147</td>
<td>182</td>
<td>99</td>
<td>74</td>
<td></td>
</tr>
<tr>
<td>1954</td>
<td>118</td>
<td>138</td>
<td>80</td>
<td>111</td>
<td>218</td>
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<td>147</td>
<td>156</td>
<td>205</td>
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<td>1955</td>
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<td>133</td>
<td>46</td>
<td>114</td>
<td>186</td>
<td>106</td>
<td>173</td>
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<td>Wilder (Comstock)</td>
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<td>5</td>
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<td>2000</td>
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</tbody>
</table>

* Only houses used for Reunion housing are listed; some may not be available due to construction or summer program use.

1 indicates access to first floor only

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

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity (approximate)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumnae House <em>(outside caterer)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Hall</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>Dining Room</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Campus Center <em>(outside caterer)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>25</td>
<td>103/104 can be used individually or as a combined room for 50</td>
</tr>
<tr>
<td>104</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Carroll Room (208)</td>
<td>168</td>
<td>168 without stage 144 with stage</td>
</tr>
<tr>
<td>Mezzanine Lounge (201)</td>
<td>50 standing</td>
<td>Suitable for cocktails</td>
</tr>
<tr>
<td>Cutter/Ziskind House <em>(Dining Services only)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Room</td>
<td>270</td>
<td></td>
</tr>
<tr>
<td>Davis Center <em>(outside caterer)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballroom</td>
<td>185</td>
<td></td>
</tr>
<tr>
<td>Field House <em>(outside caterer)</em></td>
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<td></td>
</tr>
<tr>
<td>Multi-purpose Room</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Gill Hall/Campus School <em>(outside caterer)</em></td>
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</tr>
<tr>
<td>Multi-purpose Room (gym)</td>
<td>125</td>
<td>Only used if all other suitable spaces are unavailable</td>
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<tr>
<td>King/Scales House <em>(Dining Services only)</em></td>
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<td></td>
</tr>
<tr>
<td>Dining Room</td>
<td>167</td>
<td></td>
</tr>
<tr>
<td>Lamont House <em>(Dining Services only)</em></td>
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</tr>
<tr>
<td><em>(reserved for the 60th and 65th classes)</em></td>
<td>Main Dining Room 72</td>
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</tr>
<tr>
<td>Octagon Dining Room</td>
<td>112</td>
<td></td>
</tr>
<tr>
<td>Neilson Library <em>(outside caterer)</em></td>
<td>Browsing Room 80</td>
<td>Suitable for lunch &amp; class meeting only</td>
</tr>
<tr>
<td>Smith College Conference Center <em>(Dining Services or outside caterer)</em></td>
<td>Main Dining Room 120</td>
<td></td>
</tr>
<tr>
<td>Downstairs Dining Room</td>
<td>80</td>
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<tr>
<td>Small Dining Rooms</td>
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</tr>
<tr>
<td>Patio</td>
<td>40</td>
<td>Suitable for cocktails</td>
</tr>
<tr>
<td>Tyler House <em>(Dining Services only)</em></td>
<td>Main Dining Room 70</td>
<td>Total 190</td>
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<tr>
<td>Addition Dining Room</td>
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### MEETING SPACES*
*(all spaces accessible except as noted)*

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<thead>
<tr>
<th>Room</th>
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<tbody>
<tr>
<td>Ainsworth Gym</td>
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<tr>
<td>Alumnae House</td>
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<tr>
<td>Conference Hall</td>
<td>200</td>
<td>Lecture seating</td>
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<tr>
<td>Living Room</td>
<td>75</td>
<td>Formal lounge furniture</td>
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<tr>
<td>Board Room</td>
<td>20 @ conference table</td>
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</tr>
<tr>
<td>Building</td>
<td>Room</td>
<td>Capacity</td>
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<tr>
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<tr>
<td>Campus Center</td>
<td>003</td>
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<td>102</td>
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<td>103</td>
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<tr>
<td></td>
<td>104</td>
<td>25</td>
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<tr>
<td></td>
<td>204</td>
<td>25 @ seminar table</td>
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<tr>
<td>Carroll Room (208)</td>
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<tr>
<td>Graham Hall (Hillyer Hall)</td>
<td>110</td>
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<tr>
<td>McConnell</td>
<td>103</td>
<td>92 Auditorium</td>
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<tr>
<td></td>
<td>Case Study Room</td>
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<tr>
<td>Hatfield Hall</td>
<td>104</td>
<td>20 Classroom with chairs</td>
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<tr>
<td></td>
<td>105</td>
<td>25 Seminar/Lounge</td>
</tr>
<tr>
<td></td>
<td>106</td>
<td>25 Classroom with chairs</td>
</tr>
<tr>
<td></td>
<td>107</td>
<td>20 Seminar/Lounge</td>
</tr>
<tr>
<td></td>
<td>201</td>
<td>14 Seminar</td>
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<td></td>
<td>203</td>
<td>25 Classroom with chairs</td>
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<tr>
<td></td>
<td>204</td>
<td>20 Classroom with chairs</td>
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<tr>
<td></td>
<td>205</td>
<td>15 Classroom with chairs</td>
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<tr>
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<td>206</td>
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<tr>
<td>Neilson Library</td>
<td>Browsing Room</td>
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<td>Seelye Hall</td>
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<td>105</td>
<td>22 Seminar</td>
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<td>106</td>
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<tr>
<td>Wright Hall</td>
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</table>
This is only a sampling of vendors with whom the office of alumnae relations 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
23 Lasalle Drive
Whately, MA 01093
413 665.2653
800 321.9284

Nuttelman’s Florists
135 Woodlawn Avenue
Northampton, MA 01060
413 584.2272
800 981.9403
www.nuttelmansflorist.net

Stop & Shop Florists
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y Florists
136 North King Street
Northampton, MA 01060
413 584.6137
www.bigy.com

**FRUIT BASKETS & DELI PLATTERS**
State Street Fruit
51 State Street
Northampton, MA 01060
413 584.2301
www.statestreetfruit.com

Serio’s Market
65 State Street
Northampton, MA 01060
413 584.2633
www.seriosmarket.com

Super Stop & Shop
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y
136 North King Street
Northampton, MA 01060
413 584.6137
www.bigy.com

**PROMOTIONAL PRODUCTS & GIFTS**
Adcentive Group
4801 Viewridge Avenue
San Diego, CA 92123
858 278.9200
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

Razz-m-Tazz
Promotional Products
Marlborough, MA 01752
508 486.9025
800 253.8668
www.impressivepromotions.com

**DECORATING/ BALLOONS**
Michael’s
325 Russell Street, Route 9
Hadley, MA 01035
413 582.0784
www.michaels.com

Stop & Shop Florists
228 King Street
Northampton, MA 01060
413 584.9200
www.stopandshop.com

Big Y Florists
136 North King Street
Northampton, MA 01060
413 584.6137
www.bigy.com

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

Sweeties Chocolate & Confections
68 Main Street
Northampton, MA 01060
413 584.4180

**COPY SHOPS**
Paradise Copies
Carol MacColl
21 Conz Street
Northampton, MA 01060
413 585.0414
www.paradisecopies.com

**MUSIC EQUIPMENT RENTAL**
Downtown Sounds
21 Pleasant Street
Northampton, MA 01060
413 586.0998
800 564.8863
www.downtownsounds.com

**SOUND SERVICE**
Klondike Sound Company
37 Silvio Conte Drive
Greenfield, MA 01301
413 772.2900
www.klondikesound.com

Spearit Sound
351 Pleasant Street
Northampton, MA 01060
413 584.9547
www.spearitsound.com

**DJ/KARAOKE**
Cloud 9 Productions
351 Pleasant Street
Northampton, MA 01060
413 584.0964
Chris Bigelow

**VIDEOGRAPHERS**
Audio Visual Archives
140 Pine Street
Northampton, MA 01060
413 586.3296

**RENTAL SERVICES**
Northampton Rental Center
59 Service Center Road
Northampton, MA 01060
413 584.5072
www.hampshirecountyrentals.com

Taylor Rental of Hadley
301 Russell Street
Hadley, MA 01035
(413) 584-4184
www.hampshirecountyrentals.com

**PHOTOGRAPHERS**
Pivot Media Inc.
Jim Gipe, Photographer
70 Main St
Florence, MA 01062
413 584.5302
www.pivotmedia.com

Hawkeye Photographers
249 South Street
Northampton, MA 01060
413 584.0862
www.hawkeyephotography.com

**SCREEN PRINTING**
Kennedy Screen Graphics
50 Green Street
Northampton, MA 01060
800 287.2124
413 584.2124
www.kennedysg.com

Pacific Printing
19 Damon Rd
Northampton, MA 01060
413 585.5700
800 352.0752
www.oceanofpromotion.com

**PHOTOGRAPHERS**
Pivot Media Inc.
Jim Gipe, Photographer
70 Main St
Florence, MA 01062
413 584.5302
www.pivotmedia.com

Hawkeye Photographers
249 South Street
Northampton, MA 01060
413 584.0862
www.hawkeyephotography.com

**RENTAL SERVICES**
Northampton Rental Center
59 Service Center Road
Northampton, MA 01060
413 584.5072
www.hampshirecountyrentals.com

Taylor Rental of Hadley
301 Russell Street
Hadley, MA 01035
(413) 584-4184
www.hampshirecountyrentals.com

**VIDEOGRAPHERS**
Audio Visual Archives
140 Pine Street
Northampton, MA 01060
413 586.3296
Class Colors

1927 green 1969 yellow 2011 green 2012 blue
1928 purple 1970 red 2013 yellow 2014 red
1929 yellow 1971 green 2015 green 2016 blue
1930 red 1972 blue 2017 yellow 2018 red
1931 green 1973 yellow 2019 green 2020 green
1932 purple 1974 red
1933 yellow 1975 green
1934 red 1976 blue
1935 green 1977 yellow
1936 purple 1978 red
1937 yellow 1979 green
1938 red 1980 blue
1939 green 1981 yellow
1940 purple 1982 red
1941 yellow 1983 green
1942 red 1984 blue
1943 green 1985 yellow
1944 blue 1986 red
1945 yellow 1987 green
1946 red 1988 blue
1947 green 1989 yellow
1948 blue 1990 red
1949 yellow 1991 green
1950 red 1992 blue
1951 green 1993 yellow
1952 blue 1994 red
1953 yellow 1995 green
1954 red 1996 blue
1955 green 1997 yellow
1956 blue 1998 red
1957 yellow 1999 green
1958 red 2000 blue
1959 green 2001 yellow
1960 blue 2002 red
1961 yellow 2003 green
1962 red 2004 blue
1963 green 2005 yellow
1964 blue 2006 red
1965 yellow 2007 green
1966 red 2008 blue
1967 green 2009 yellow
1968 blue 2010 red

PMS colors:
Yellow: 102
Blue: 295
Green: 355
Red: 186
Purple: 2685

Ada Comstock class: rainbow
## Reunion Committee Form

This form is due in the fall prior to Reunion

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

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

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

### Reunion Chair
- Home phone
- Cell phone
- Email address

### Reunion Co-Chair (if applicable)
- Home phone
- Cell phone
- Email address

### Headquarters Chair
- Home phone
- Cell phone
- Email address

### Parade Chair
- Home phone
- Cell phone
- Email address

### Meal Chair
- Home phone
- Cell phone
- Email address

### Program Chair
- Home phone
- Cell phone
- Email address

### Mini-Reunion Chair
- Home phone
- Cell phone
- Email address

### House Reps Chair
- Home phone
- Cell phone
- Email address

### Spouse/Partner/Family Activity Chair
- Home phone
- Cell phone
- Email address
**Preliminary Class Program Planning Worksheet**

*For planning purposes only; the final Class Program and Planning Form will be due at a later date.*

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

**Class Programming/Class Schedule**

Within the framework of the college schedule below, please insert all planned class activities, with time and a brief description (attach separate sheets, if necessary). The college assigns space based on the programming planned.

**Thursday**
- 4 p.m. Houses open for early arrivals
- 5:30/6:30 p.m. Early arrival cocktails and dinner

**Friday**
- 11 a.m. Headquarters and houses open for all alumnae
- Noon All Reunion luncheon
- 5:30/6:30 p.m. Reunion Class social hour/dinner

**Saturday**
- 9:15–11:30 a.m. Alumnae Parade/Ivy Day Ceremony/AASC Annual Meeting
- Noon–1 p.m. Reunion lunch
- 5:30/6:30 p.m. Reunion Class social hour/dinner

**Sunday**
- 9 a.m. Reunion Service of Remembrance* *(Reunion II)*
- 10 a.m. Commencement Exercises *(Reunion I weekend only)*
- 10 a.m. All Reunion brunch *(25th and 50th Reunion brunch)*
- 1 p.m. Residence houses close

* Reunion I Service of Remembrance TBD
**CLASS MEAL SELECTION FORM**

This form will be due in early January

| Class | | Weekend (circle one) | | Reunion chair | |
|-------|---|---------------------|---|------------------|
|       |   |                     |   |                  |

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

---

**FRIDAY CLASS DINNER**

Dining site

Selected meal ____________________________  meal price $ ______

Meal chair ____________________________  Phone __________

E-mail ________________________________

---

**SATURDAY CLASS DINNER**

Dining site

Selected meal ____________________________  meal price $ ______

Meal chair ____________________________  Phone __________

E-mail ________________________________
Below is a sample registration form (produced for the 50th to 65th Reunion classes only; 70th to 80th classes have a separate form.). All other classes register for Reunion online. Class registration fees are set by each reuniting class each year. The Reunion registration, meal, and housing fees may be adjusted each year.

Class of 1900
Reunion Registration
<Reunion weekend dates>

Save time and resources by registering securely online.

NAME
AV ID# (FROM MAILING LABEL ON BOOKLET)
ADDRESS
CITY STATE ZIP
PHONE (DAY) (EVENING)
E-MAIL
GUEST(S) (indicate relationship to you)
NAME OF EMERGENCY CONTACT
RELATIONSHIP
CONTACT’S PHONE (DAY)
CONTACT’S PHONE (EVENING)

PAYMENT INFORMATION
All payments must be in U.S. dollars
☐ Check made payable to the Smith College
☐ MasterCard ☐ Visa ☐ AMEX
ACCOUNT NUMBER
EXPIRATION DATE

MEALS
Dinner prices include salad, entrée, dessert with coffee or tea; and wine service during dinner. Cash bars will be available during social hours.

<table>
<thead>
<tr>
<th>MEAL</th>
<th>REGISTRATION FEE</th>
<th>WITH LATE FEE†</th>
<th>TOTAL # OF RESERVATIONS</th>
<th>NUMBER # OF VEGETARIAN MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday luncheon</td>
<td>$16.00</td>
<td>$26.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday Class Dinner (Buffet)</td>
<td>$38.00</td>
<td>$48.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday lunch</td>
<td>$14.00</td>
<td>$24.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday Class Dinner (Tenderloin of Beef)</td>
<td>$38.00</td>
<td>$48.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday Brunch</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEALS SUBTOTAL $ A

HOUSING
One reservation includes one bed for Friday and Saturday nights, and breakfast on Saturday and Sunday mornings, and cannot be prorated on a per-night basis.

<table>
<thead>
<tr>
<th>REGISTRATION FEE</th>
<th>WITH LATE FEE†</th>
<th>TOTAL # OF RESERVATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of on-campus housing reservations</td>
<td>$150.00</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

$25 AASC Lifetime Member Discount, if applicable* – $ B

HOUSING SUBTOTAL $ B

REGISTRATION FEES
Class Registration fee $ 40.00 C
College Registration fee $ 25.00 D

GRAND TOTAL (Total of lines A – D) $ E

* fully paid life members of the AASC in a reuniting class are entitled to a $25 discount on their on-campus housing fee only. The discount does not apply to the class registration fee, the college Reunion registration fee, or meal registration fees.

† the registration deadline is generally on or about April 20.
As a service to Reunion classes, the office of alumnae relations 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 office of alumnae relations 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 office of alumnae relations 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 _______
**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) signboard, measuring approximately 22” x 28”, with text printed in the class color (or black on yellow).
- A good, easily readable layout is **4 lines of approximately 5 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 single-sided. Use a guide of **one sign per twenty parade marchers**. The goal is to have a steady line of signs that are easy to read as your class marches.
- Reunion parade signs will have carrying poles attached and will be delivered to your class at the parade lineup area on Saturday morning.
- **All parade sign wording must be approved by the college.** Wording should be appropriate and respectful of and non-offensive to all age groups, ethnicities, religions, sexual orientation, gender identity, race, and political affiliations.
- The charge for each sign is approximately $40, depending on complexity. The office of alumnae relations will withhold the sign fees from your class registration fees.

**Please print copy for signs below – check spelling and punctuation**

(signs will be printed exactly as written).

________________________________________________________

________________________________________________________

________________________________________________________

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________________________________________________________

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________________________________________________________

________________________________________________________

(Attach additional sheet, if necessary)
**CLASS DINNER PROGRAM PLANNING FORM**

This form will be due in mid-February

| Class __________________________ | Meal day and date __________________________ |

**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 pm 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 ☐ PC or Mac laptop (circle preference) ☐ Easel and pad  
☐ Boom box/CD Player ☐ Digital projector/screen  
☐ MP3 dock/speakers (users must supply player) ☐  
☐ 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.
# Class Meeting and Program Planning Form

*Return this form by mid-April*

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

## Class Meeting

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Equipment needs:**

- Podium/Microphone
- Boom box/CD Player
- MP3 dock/speakers
- PC or Mac laptop (circle preference)
- Digital projector/screen
- Easel and pad

Number of 6’ tables ___ Number of chairs ___ Other needs ____________________________

## Class Programming/Class Schedule

Within the framework of the college schedule below, please insert all planned class activities, with time and a brief description (attach separate sheets, if necessary). The college assigns space based on the programming planned.

### Thursday

- **4 p.m.** Houses open for early arrivals
- **5:30/6:30 p.m.** Early arrival cocktails and dinner

### Friday

- **11 a.m.** Headquarters and houses open for all alumnae
- **Noon** All Reunion luncheon
- **5:30/6:30 p.m.** Reunion Class social hour/dinner

### Saturday

- **9:15–11:30 a.m.** Alumnae Parade/Ivy Day Ceremony/AASC Annual Meeting
- **Noon–1 p.m.** Reunion lunch
- **5:30/6:30 p.m.** Reunion Class social hour/dinner

### Sunday

- **9 a.m.** Reunion Service of Remembrance* *(Reunion II)*
- **10 a.m.** Commencement Exercises *(Reunion I weekend only)*
- **10 a.m.** All Reunion brunch *(25th and 50th Reunion brunch)*
- **1 p.m.** Residence houses close

*PLEASE FORWARD A COMPLETE, UPDATED CLASS SCHEDULE TO THE OFFICE OF ALUMNAE RELATIONS BY MAY 1*
HEADQUARTERS PLANNING FORM
This form will be due in early April

<table>
<thead>
<tr>
<th>Class ___________________</th>
<th>Headquarters location ___________________</th>
</tr>
</thead>
</table>

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) ? ☐ 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 dock/speakers ☐ CD player
☐ VCR/monitor ☐ DVD player/monitor

(users must supply player)

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 college staff. HQ chairs should box any items to be 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 college staff. Please be careful not to return more than the locker will hold; most lockers are shared between two classes. Any material 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. The college provides a cooler with ice for headquarters beginning with Thursday afternoon 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. 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 foodstuffs, 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.

• 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. All campus houses have permanent bulletin boards that may be used to display materials.
### Class Slate Form

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

<table>
<thead>
<tr>
<th>Name of person completing form</th>
<th>Position</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date submitted</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE PRINT CLEARLY AND USE FULL NAMES**

<table>
<thead>
<tr>
<th></th>
<th>current last name</th>
<th>undergraduate last name</th>
<th>first name</th>
</tr>
</thead>
</table>

#### Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>current last name</th>
<th>undergraduate last name</th>
<th>first name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reunion chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reunion co-chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media Chair</td>
<td></td>
<td></td>
<td></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:  
Joy Williamson, Office Manager  
The Alumnae House  
33 Elm Street  
Northampton, MA  01063  
800 526.2023, option 4  
fax 413 585.2015
# 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>
</tbody>
</table>

**Total income:**

## 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 <em>(optional)</em></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 31)</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>
</tbody>
</table>

**Total expenses:**