The office of alumnae relations coordinates the details for all meals except the Friday and Saturday Class Dinners, which are planned by Class Dinner Chairs. Menus selected for breakfasts, Thursday dinner, Friday and Saturday luncheons, and Sunday brunch will be posted on our website in the fall preceding Reunion. Alumnae register for meals when they complete their online registration.

In support of new sustainability practices on campus, the college will now provide centerpieces for all meals, including class dinners. The cost of the centerpieces will be withheld from the class registration fees before they are disbursed after Reunion.

**Breakfast**

Breakfast is included in the housing package for registered alumnae and guests staying in assigned college houses. A full breakfast is available on Friday and Saturday, and a continental breakfast is available on Sunday.

**Multiclass Meals**

The following multiclass meals are held in one or two central locations, depending upon the anticipated number of attendees:

- Thursday Social Hour (cash bar) and Buffet Dinner (*separate for 25th and 50th classes*)
- Friday Luncheon
- Saturday Lunch (*distributed in central location*)
- Sunday Brunch

**Class Social Hours and Dinners**

Social hours are from 5:30 p.m. to 6:30 p.m. In response to growing feedback in recent years, you will choose whether you will have a cash bar or have the open bar price included in the meal price.

**Class Dinners**

Friday and Saturday Class Dinners are planned by Class Dinner Chairs. All dinners are served at 6:30 p.m. Meals take about 90 minutes from start to finish, depending upon the size of the group.

**Class Dinner Chair Responsibilities**

- Select the Friday and Saturday dinner menus in consultation with the Reunion Chair. Class Dinner meal options and pricing will be sent to Reunion Chairs in the fall prior to Reunion.
- Complete the Class Dinner Selection Form by October 15, 2015.
- Decide on the general format of the Friday and Saturday dinner program (speaker, discussion led by distinguished classmates, musical program).
- Handle all program details, including decorations, audiovisual material, etc.
- Check in attendees at class dinners. Because payment for unpaid meals will be withheld from class registration fees, all attendees will be checked against a list as they arrive by student ambassadors and/or Class Dinner Chairs.
- Complete and return the Class Dinner Program Planning Form to the office of alumnae relations by January 31, 2016. A sample of the form may be found in the appendix.
**Wine Service**
Wine will be served with Friday and Saturday dinner as part of the meal price; caterers carry the liability associated with this service. Refer to the Smith College Alcohol Serving Policy below for more details. Please note that alcohol service concludes before dessert and coffee/tea service.

**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 Dinner Space Assignment**
Campus space for meals and programs will be assigned by the college based on historical registration trends for both the specific Reunion being celebrated (e.g. the 50th Reunion) and individual classes (e.g. the class of 1969), as well as programming planned by each class.

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.

*Class dinner attendance averages are at right; meal counts vary depending on attendance trends for individual classes.*

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Average Attendance</th>
<th>Numbers</th>
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<tbody>
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<td>178</td>
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<td>5th</td>
<td>13</td>
<td>150</td>
</tr>
</tbody>
</table>

**Class Dinner Program**
After-dinner programming in dining rooms **may not last longer than one half hour after dessert is cleared**. Catering staff must clear dining rooms, and late programs expend significant time, energy and overtime for college and catering staff. Remember that your class is likely to be in a festive mood, and a long and serious program will not be appealing to your audience.

*If your program exceeds this time, your class may be charged for overtime coverage.*

If you anticipate your program will last longer than one half hour after dessert is cleared, your class must move to a different venue for the program. If this is the case, the Reunion Chair should work with the office of alumnae relations to find an alternate space.
Suggestions

- 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 members may also be invited to speak during dinner. Be sure to invite them early!

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.
- If it is started during 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.

Smith College Dining Services/Caterer

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. **Do not contact other caterers to provide meals or receptions in any college facilities.**

Menus may slightly vary based on the meal provider.

**Meal Registration and Fees**

Alumnae register for meals when they complete their online registration. Vegetarian and vegan alternatives, as well as special dietary needs, may be able to be addressed on an individual basis and can be indicated as part of the Reunion registration process.

The caterers cannot guarantee they will be able to accommodate last minute registrants. **Meals may be added during Reunion weekend only if enough provisions are available.**

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 (usually around mid-April). 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 Dinner Chairs’ job easier and will reduce the likelihood that classmates will be turned away at the last minute.

- **Locally-sourced provisions** are available at additional cost, determined by the caterer. Please inquire by October 15.
- **Massachusetts Meals tax** (7%) is paid by the caterers and included in the cost of the meal. **No class is exempt from this tax.**
- Linens are included in the per-meal price – white tablecloths and napkins in class colors.
Unpaid Meals
**Catering staff will count and bill for the number of meals served.** Payments will be made to the caterers from registration fees collected. Because payment for unpaid meals will be withheld from class registration fees, all attendees must be checked against a list as they arrive by student ambassadors, class volunteers, and/or professional staff.

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. Your class is responsible for paying for the meals of all invited guests, and provisions for such should be made in the Reunion budget.

Observers
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 Friday and Saturday dinners. 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.

Some information that may be helpful as you and your planning committee talk with classmates: the college makes no profit from Reunion or meal fees; in fact, the college subsidizes the price of Reunion registration for each alumna. Dinner prices include salad, entrée, dessert with coffee or tea, and wine during dinner, as well as required Massachusetts meal tax. To compare, a full meal at a restaurant, including salad and a couple of glasses of wine, as well as dessert and coffee would almost surely cost at least the same amount, and likely more, when tax and tip are included. In general, when people understand all that is included, the prices seem much more reasonable.