Class Dinner Program Planning Form

This form is due February 15, 2016. Please submit to acroteau@smith.edu

Class _______ Dinner location: ______________________________________________

Class dinner chair(s)
Name __________________________ Email _______________________
Name __________________________ Email _______________________

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 they 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.

PROGRAMMING INFORMATION
Social hour is from 5:30 – 6:30 p.m. Dinner starts at 6:30 p.m.
Check with your Reunion Chair to find out if/when President McCartney will be doing a class visit during dinner.

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

__________________________________________________________

Equipment needs:

☐ Podium/Microphone
☐ DVD player
☐ PC laptop
☐ Data projector
☐ Easel and pad
☐ Other (please describe):

☐ Boom box/CD Player
☐ MP3 speakers & dock (users must supply player)
☐ Mac laptop
☐ Screen

☐ Our class has no setup requirement