**Class Headquarters & Hospitality**

Class headquarters are in assigned houses and serve as a gathering place for hospitality, refreshments, messages, and class displays. After checking in at the Alumnae House, classmates pick up their class schedule and get information on class activities at the Class Headquarters, as well as any souvenirs from the class.

**Headquarters Chair Responsibilities**

The Headquarters Chair is responsible for setting up the headquarters and staffing it with classmates throughout the weekend.

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

We strongly suggest that Headquarters 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.

Alumnae attending Reunion will pick up their name tags, housing and meal assignments at the Alumnae House. Information and materials provided by the individual classes, the schedule of class events, souvenirs, and class books are distributed to classmates at the headquarters. The 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.

On Thursday of your Reunion weekend, student ambassadors will box any items to be moved, being sure to clearly mark all items with the class year and headquarters location. Items from class lockers will be delivered to your headquarters by college staff. Houses open at 10 a.m. on Thursday of each weekend for Headquarters set-up.

The following will be delivered to your class headquarters by your class ambassadors at the beginning of their shift with your class:

- A packet of items for posting, information for HQ chairs, tablecloths for hospitality tables, and all class materials from your class lockers.

In addition, The Smith Fund will provide the following items:

- A large poster that lists donors in the class and markers so donors at reunion can add their names
- An In Memoriam listing
- Gift envelopes and information regarding fundraising challenges that pertain to the class
Hospitality

Refreshments

● The college provides a cooler with ice for headquarters for the weekend, which will be replenished each day beginning with Thursday afternoon for setup and ending Saturday evening.
● Smith College has discontinued the use of bottled water wherever possible. To support the college’s sustainability efforts and eliminate waste, classes have access to filtered water in house dining rooms or kitchenettes. To further the sustainability effort, we encourage alumnae to bring a refillable water bottle. Classes must provide their own pitchers.
● All other items for headquarters are the responsibility of the class.
● 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, and associated serving pieces (urns, pitchers, etc.). **Dining Services cannot provide beverages or refreshment platters.**
● A refrigerator will be designated for use by classes in house kitchenettes; please bear in mind that students are still in residence, at least through Reunion & Commencement weekend, so refreshments should be clearly marked as belonging to your class.
● Consider using a single serving coffee station (e.g. Keurig)

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.

Decorations

● Decorations may be as elaborate as your Reunion theme allows or as simple as photos of classmates. In the past, many classes have used small plants, streamers, pictures, non-perishable foodstuffs, colorful posters, a mailbox/message box, table linens, paper towels, and class memorabilia.
● Do not plan on using any materials or decorations that are 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.
● 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.
● You may decide to appoint a display chair to coordinate any sort of exhibit.

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 on Monday following Reunion weekend. Please be careful not to return more than the locker will hold; most lockers are shared between two classes.
Any material to be donated by your class to the College Archives must also be clearly marked and boxed separately. Be sure to coordinate this donation directly with the College Archives.

Suggestions

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
- Provide student ambassadors with buttons that say “Ask me about Praxis internships” or “Ask me about Northampton today.”