Class Programming/Activities
While the college has a robust program in place for the entire weekend, classes may plan activities for their classmates within the framework of the college schedule. Specific time slots will be identified for classes to do programming.

Space
Campus space for class programs and events 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. In consideration of fire and occupancy codes, the college may need to relocate an event or activity based on registration numbers.

**Classes must request space for their class programming in the fall preceding your Reunion. Requests submitted after the due will likely not be fulfilled.**

Audio-Visual Equipment
Smith College Educational Technology Services (ETS) can generally provide most equipment needed for class programs, such as:
- Digital projectors, screens
- PC or Mac laptop
- DVD players, CD player
- Free-standing and podium microphones

All equipment requests must be sent to the Office of Alumnae Relations by the due date. ETS staff may be available to assist alumnae with equipment.

Dinner Programming
The College will provide a podium and microphone at each dinner location to allow for announcements and brief remarks. Class programming, including PowerPoint presentations or those needing projection, CANNOT be accommodated. 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.

**After-dinner** programming may be planned, but 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 a suitable program space.

A Capella Group
For the past few years, the Office of Alumnae Relations has invited a student a cappella group to be the official singing group for Reunions. The group will be available to sing at your class cocktails or dinners, and will charge your class directly. The a cappella group will be selected in the fall prior to your Reunion, and Reunion Chairs will receive their contact information at that time.

Class Meeting
At some point during Reunion weekend, a class meeting must be held.

Your class meeting is a time to:
- elect/ratify a new slate of officers
- recognize individuals who have volunteered for the class in the past five years
- recruit house reps for your next Reunion