**Class Headquarters & Hospitality**

Class headquarters are in assigned houses and serve as a gathering place for hospitality, refreshments, messages, and class displays. Information and materials provided by the individual classes, such as the schedule of class events, souvenirs, and class books are distributed to classmates at the headquarters.

The college provides the following at headquarters:

- A cooler with ice, which will be replenished each day
- A refrigerator for use by classes in house kitchenettes. Please bear in mind that students are still in residence, so refreshments should be clearly marked as belonging to your class.
- Permanent bulletin boards that may be used to display materials
- Four (4) six-foot tables with white tablecloths and four (4) folding chairs
- One easel, one flipchart (class must provide markers)
- A piano (usually)
- A standard audio-visual package: MP3 dock/speakers, a laptop, and a TV monitor or screen

To support the college’s sustainability efforts and eliminate waste, classes have access to filtered water in house dining rooms or kitchenettes. We encourage alumnae to bring a refillable water bottle.

The Smith Fund provides 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

Classes are responsible for supplying:

- All refreshments and associated supplies, including coffeemaker, dishes, coffee cups, napkins, and associated serving pieces (urns, pitchers, etc.)
- Class banner, to be hung outside the headquarters
- Decorations, which may be as elaborate as your Reunion theme allows or as simple as photos of classmates and class memorabilia
- Basic supplies: masking tape, adhesive tape, “frog” tape, push pins, tacks, paperclips, rubber bands, pens, pencils, markers, notepads, paper, message pads, stapler. Use of scotch tape or another adhesive product is prohibited on any surface

All other items for headquarters are the responsibility of the class. Do not plan on using any materials or decorations that are flammable.
Class Locker
Your class locker, located in the basement of the Alumnae House, likely contains class memorabilia and material from previous reunions. It can be accessed when the Alumnae House is open.

Headquarter Set-up and Dismantling
Houses open at 10 a.m. on Thursday for headquarter set-up. Student ambassadors will box the contents of your class locker and Facilities Management will transport the items to your headquarters.

Class headquarters must be dismantled on Sunday, by 1 p.m, 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.

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.

Liquor Laws
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.

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