TOGETHER for SMITH
Volunteer Leadership Conference

Engineering your 2020 Reunion: The Nuts & Bolts of Reunion Planning

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REUNION PLANNING GUIDE

Reunion Planning Guide

Volunteer Leadership Conference
CONTENTS

- Smith Reunion
- Preliminary Reunion schedule
- OAR role
- Reunion Committee role
- Tools & Resources
Three Priorities of Reunion

- Engage
- Connect
- Support
Reunion Dates

- **Reunion I/Commencement weekend**
  Thursday, May 14 to Sunday May 17:
  1970 (50th), 1980 (40th), 1990 (30th),
  2000 (20th), 2010 (10th)

- **Reunion II weekend**
  Thursday, May 21 to Sunday May 24:
  1940 (80th), 1945 (75th), 1950 (70th), 1955 (65th),
  1960 (60th), 1965 (55th), 1975 (45th), 1985 (35th),
  1995 (25th), 2005 (15th), 2015 (5th), and
  Ada Comstock class
Statistics

- Reunion I/Commencement weekend: 1,224 people
  - 963 alumnae, 171 guests, 80 children
  - 775 with housing
- Reunion II weekend: 1,018 people
  - 789 alumnae, 147 guests, 72 children
  - 641 with housing
Thursday

- Headquarters set-up
- Reunion Chairs lunch-meeting
- Social hour and dinner
- Registration opens at 4 pm
Friday

- 9am-12pm College programming
- Reunion luncheon
- Afternoon: Discover Smith, Faculty Lectures
- 3-5 pm Class programming (optional)
- Social hours and dinners (President hosts reception for 25th/50th Reunion class)
- Evening: Class programming (optional)
PRELIMINARY SCHEDULE

Saturday

- Morning: Alumnae Parade
- Ivy Day Ceremony (RI)/AASC Annual Meeting (Reunion II)
- Service of Remembrance (Reunion I)
- Lunch & family activities
- 12-3 pm Class programming (optional)
- Afternoon: College programming, faculty lectures.
- Social hours and dinners
- Evening: Illumination
- Dance party
PRELIMINARY SCHEDULE

TOGETHER for SMITH

Sunday

Reunion I:
- Commencement Exercises
- Reunion brunch

Reunion II:
- Extended breakfast
- Service of Remembrance
- 1 p.m. Residence houses close
Role of Office of Alumnae Relations Staff

- Provide the framework
- Reunion registration
- Communications
- Space assignments
- Coordination with college departments
- Student Worker program
Online Registration

- All registration is handled by the college
- College registration fee
- Class registration fee
- Registration opens in early February
Reunion Meals

- Meal fees are all-inclusive
- Food allergies/dietary restrictions
- Alcohol policy
- Late fee
- Centerpieces
Housing

- Housing fee – includes breakfast
- Room assignment
Class Assistants

▪ Help Reunion Chairs

▪ Guide alumnae through Reunion weekend
Role of Reunion Chairs

- Oversee all class planning efforts
- Appoint Reunion committee members
- Liaison with OAR
- Communications
- Observe Reunion in 2019
- Reunion budget in collaboration with class treasurer
- Post-Reunion Responsibilities
Reunion Team

- House Representative Chair
- Headquarters Chair
- Class Program Chair
- Parade Chair
House Reps Chair and House Representatives

- Contact housemates
- Build enthusiasm for Reunion!
Headquarters Chair

- Provide refreshments
- Decorate headquarters
- Set up/dismantle headquarters
CLASS HEADQUARTERS

Plan class programs/activities
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CLASS HEADQUARTERS
REUNION PLANNING COMMITTEE

Program/Activity Chair

- Plan class programs/activities
Alumnae Parade Chair

- Provide wording for parade signs
- Assist classmates in parade lineup
Volunteer Leadership Conference
Class Treasurer

- Reunion budget
- Class Registration Fee
- Post-Reunion Financial Report
- Reunion theme and logo
- Use social networking to connect (Facebook, Twitter, Tumblr)
- Broadcast e-mails
- Print newsletters
- Class web site
Dear Smith ’65 Classmates,

Welcome from the 2015-2020 class officer team! Below you will find a link to our first communication, the Class of 1965 Fall 2015 Newsletter. You’ll find highlights and photos of our fantastic 50th Reunion, a report on the final results of our highly successful Reunion Gift campaign, and various messages from our class officers related to Class of 1965 matters.

Please click here to access the e-newsletter. Also, the document is posted on our Smith ’65 website, www.smith65.org.

Enjoy the fall!

Warm regards,
Barbara Alden Taylor
Class President
SMITH CLASS OF 1983

SPECTACULAR

Smith Class of '73

73's 45: From Hit Singles to Vintage Classics

🎵 The GREAT 70s

TOP 40 Reunion 🎵
Tools for Reunion Planners Webpage

http://alumnae.smith.edu/
May 2019: Observe Reunion

▪ Reunion I: Thursday, May 16 to Sunday, May 19
▪ Reunion II: Thursday, May 23 to Sunday, May 26

Summer/Fall 2019

▪ OAR sends a Save the Date email and postcard
▪ Reunion volunteers
▪ Communication strategy, theme & logo
▪ Reunion budget and Class registration fee
▪ Class programming
PLANNING TIMELINE

Fall 2019
- Contact List due Oct. 15
- Class Info & Class Fee due Nov. 15
- Class programming form due Dec. 15

Winter/Spring 2020
- House Reps contact classmates

February 2020
- Reunion booklet and email
- Online registration goes live
- Parade signs due Feb. 15

May 2020: REUNION!!!
Post-Reunion tasks

- Class disbursement

Please send to the college:

- Class slate
- Samples of class souvenirs
- Reunion Financial Report
- Reunion Chair Report
- Memorabilia to Smith College archives
NEXT STEPS...

▪ Work with President on e-communications
▪ Keep website and social media sites fresh
▪ Set Reunion theme as soon as possible
▪ Encourage mini Reunions
▪ Look at finances
▪ Explore Reunion website, tools & resources
Questions?