Preliminary Class Program Planning Worksheet

This form is due September 30. Please return to Annie Croteau at acroteau@smith.edu

For planning purposes only; the final Class Program and Planning Form will be due at a later date.

Class _____ Name ___________________________ Email ___________________________

Reunion/Parade Theme: ___________________________________________________________________________________________________

Logo: Please forward an electronic version of your class logo to acroteau@smith.edu

CLASS PROGRAMMING/CLASS SCHEDULE
Within the framework of the college schedule below, please insert all planned class activities, with timeframe and a brief description. The college assigns space based on the programming planned.

Thursday
10 a.m. Reunion Chairs arrive on Campus. Headquarters set up.
Noon Lunch meeting for Reunion Chairs (and Reunion Committee members), student ambassadors, and OAR staff.
4 p.m. Headquarters and houses open for all alumnae.
5:30/6:30 p.m. 50th/25th Reunion class social hour/dinner
Multi-class social hour/dinner

Evening Class programming (optional)
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Friday
9 a.m. – 10 p.m. Reunion Registration
7-9 a.m. Breakfast in college houses
9–10 a.m. Faculty presentations
10:30–11:30 a.m. Smith in the World: Student panel
Noon–1:30 p.m. 50th/25th Reunion class luncheon - Multi-class luncheon
Afternoon College presentations, receptions and other campus events
5:30 p.m. 50th/25th Reunion class social hour with President McCartney
Multi-class social hour
6:30 p.m. Class dinners and class programming (optional)

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Evening College programming, Class programming (optional)
Saturday
7-9 a.m.  Breakfast in college houses
9:15 a.m.  Alumnae Parade/Ivy Day ceremony (Reunion I)
           Alumnae Parade/AASC Meeting (Reunion II)
11:15 a.m. Multifaith Service of Remembrance (Reunion I)
Noon      Make your own picnic lunch
**Noon-2 p.m.**  Class meeting and/or class programming (optional)

Afternoon
Campus activities and family programming
Faculty presentations
Conversation with President Kathleen McCartney
5:30 p.m.  Class social hours/dinners
6:30 p.m.  Class dinners and class programming (optional)

8 p.m.  Commencement Concert (Reunion I)
8:30–10 p.m. Illumination of upper campus with live music
9:30 p.m.-midnight Dance party for all classes
**Evening**  Class programming (optional)

Sunday
7-9 a.m.  Light breakfast in college houses
9 a.m.  Multifaith Service of Remembrance (Reunion II)
10 a.m.  Commencement Exercises (Reunion I)
10–11:30 a.m. Brunch for all classes (separate brunch for 50th/25th Reunion classes)
1 p.m.  Residence houses close

**Notes/Comments:**