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Introduction

In May of each year, Smith College welcomes her alumnae back to campus for Reunion. In addition to reuniting with classmates and friends, Reunion provides myriad opportunities for networking, learning about college programs and priorities, and a chance to once again experience some of the intellectual life of Smith College.

The class Reunion Chair, in collaboration with college staff, leads the planning efforts for the class. Reunion Chairs, with their planning team, coordinate engagement and hospitality, plan programming and/or entertainment for the class, allowing enough time for classmates to reminisce, appreciate exciting additions to the campus, and visit old haunts.

This guide is an important resource for class Reunion volunteers. It outlines in detail the specifics each volunteer needs to do the job, and it is just one of the tools available. While we cover general Reunion planning during on-campus training sessions, you’ll find the most up-to-date reunion planning information, all the forms, and a number of great ideas and suggestions from classes who have planned especially successful Reunions on the Tools for Reunion Planners webpage. We encourage all Reunion volunteers to make full use of the online resources available.

In addition to the information contained in this guide, class officers also have the Classes Committee available as a resource. This committee is comprised of alumnae who have served in various volunteer roles and act in an advisory capacity for current class officers.

The information contained in this Reunion Planning Guide is current as of September 2014, and is subject to change. For the latest updates, please refer to the the Tools for Reunion Planners webpage.

Thank you for volunteering for Smith!
Contact Information

Office of Alumnae Relations
The Alumnae House
33 Elm Street
Northampton, MA 01063
Telephone: 800 526.2023

Email: alumnae@smith.edu
Website: http://alumnae.smith.edu

Your Contacts at the Office of Alumnae Relations

Samantha Pleasant, Director for Reunions, Classes, and Clubs 413 585.2046
(spleasan@smith.edu)
Oversees the development and support of Reunion, class, and club volunteers and programming.
Serves as a liaison to class presidents.

Annie Croteau, Assistant Director for Reunions, Classes, and Clubs 413 585.2144
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Develops and executes the annual Reunion program; supports class Reunion Chairs.

Joy Williamson, Office Coordinator and Budget Liaison 413 585.2079
(bjwillia@smith.edu)
Supports class treasurers and class presidents, coordinates Reunion programming for the earliest classes (those celebrating their 65th, 70th, 75th, and 80th Reunions); serves as the liaison to the controller's office.

Nancy Streeter Howes, Program Coordinator for Reunions, Classes, and Clubs 413 585.2058
(nhowes@smith.edu)
Coordinates and supports all aspects of program planning for Smith clubs; supports all club volunteers; manages the Speaker Program.

Rebecca Washut, Digital Coordinator 413 585.6589
(rwashut@smith.edu)
Sends broadcast emails for classes, clubs, and groups; maintains the Office of Alumnae Relations website; oversees Reunion registration and housing.
The Role of College Staff & Advisory Groups

Office of Alumnae Relations staff
Planning for Reunion is a year-round effort. The staff is specifically responsible for:

- Design and production of all Reunion correspondence produced by the college, including the Reunion Save the Date postcard, Reunion registration materials, and the Reunion website
- Coordinating all Reunion registration, both online and print
- Communicating Reunion dates to alumnae in Reunion classes in the year before Reunion
- Planning programming and intellectual content that highlights college programs and priorities
- Assisting and supporting Reunion Chairs in planning their class program and providing historical Reunion information
- Reunion space assignments (housing, headquarters, program space)
- Coordinating with various college departments, including Facilities Management, Dining Services, Educational Technology Services (ETS), and student workers to prepare the campus for returning alumnae
- Coordinating with vendors and caterers to provide support for Reunion events

The Smith Fund staff
The Smith Fund staff works year-round on building support for the annual giving program. Each class has a designated staff person who works directly with Smith Fund volunteers in advancing their class’s fund-raising goals. A member of The Smith Fund office assists Fund Team Coordinators, Class Fund Agents, and Special Gift Chairs in soliciting classmates for their annual gifts, screening classmates for major gift prospects, setting class goals and providing a personal connection and outreach to classmates while promoting the college’s case for support. By giving to The Smith Fund, all classmates can honor their Reunion whether or not they can return to campus for their Reunion.

The Classes Committee
The Classes Committee was formed in 2001 to serve as an additional resource for class officers. Committee members are appointed for a five-year term and represent the various class officer positions, decades, and Ada Comstock alumnae. They field questions from class officers and assist the office of alumnae relations in determining how best to support class officers. The committee convenes on campus once each year and several times each year via conference call.

Reunion Student Ambassadors
All classes are assigned student ambassadors who are carefully selected for these highly competitive positions. They are available to help in whatever ways are needed, such as assisting with headquarters setup, assisting with meal check-ins, and guiding alumnae through Reunion programs. Ambassadors attend all class meals as guests of the class.

The ambassador program creates a weekend of opportunities to hear from current students about campus life today, and for current students to learn about the Smith experience when you and your classmates were students.
The Role of Reunion Chairs

The Reunion Chairs appoint classmates to committees and coordinate the work of all involved, and work closely with alumnae relations staff in planning class events and programs within the context of the larger Reunion program. Note: The office of alumnae relations recommends that classes have two Reunion co-chairs.

Responsibilities

- Identify and recruit classmates for the Reunion Committee. Outline their duties and responsibilities, consult with them frequently, follow up on plans, and set clear deadlines.
- Ensure all Reunion Planning Forms are submitted to the office of alumnae relations in a timely manner by Reunion Committee Members
- Plan Reunion schedule/programming for the class
- Act as a liaison with alumnae relations staff
- Coordinate the development of a theme and corresponding graphics for Reunion and be responsible for specific Reunion communications to the class
- Oversee the Reunion budget (in cooperation with the class treasurer)
- Act as the principal source of Reunion information and submit Reunion updates to the class President/Web Chair/Digital Media Coordinator for inclusion in communications to the class
- Participate in training offered by the office of alumnae relations as appropriate throughout her term in office and specifically eighteen months prior to Reunion. * Attending this training is one of the two most important things a Reunion chair can do
- Attend the Reunion of the class preceding hers as an observer one year before her Reunion
- Invite the Reunion Chair(s) of the class having its comparable Reunion the year following yours to observe Reunion and to be your guest(s) for all class meals.
- Attend Reunion
- Maintain all planning records, including Reunion mailings, newsletters, emails, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding Reunion Chairs
- Complete a post-Reunion Report to be shared with the succeeding Reunion Chair(s), the Reunion Chair(s) for the class following hers, and the office of alumnae relations
- Ensure that all Reunion wrap-up activities are completed (refer to the Post Reunion section of this guide)
- Communicate with class Fund Team on goals and progress throughout the year
- Check with all committees, following Reunion, to see that the records and memorabilia of permanent value to the class are stored until the next Reunion

Suggestions

- Consider choosing a Reunion co-chair to complement your interests and abilities, and to provide support and assistance through Reunion planning
- Consider co-chairs for many roles; the larger the committee, the broader the interest from the class
- Solicit requests for help well in advance of Reunion, and share tasks/responsibilities with all those classmates expressing interest

It is your responsibility as Reunion Chair to ensure that the information you pass on is as complete and helpful as possible.
Reunion Planning Committee

Involving as many people as possible in Reunion planning helps to build enthusiasm. Reunion committee membership provides an excellent opportunity for developing interest in both the class and the overall Reunion program. The following positions help coordinate Reunion planning efforts:

- House Reps Chair and House Reps
- Headquarters Chair
- Alumnae Parade Chair
- Class Dinner Chair(s)
- Program/Activities Chair
- Spouse/Partner/Family Activity Chair (optional)
- Mini Reunion Chair

You will submit your Reunion committee list in the fall prior to Reunion. Forms for each area (parade, headquarters, etc.) and class events (specific equipment, audio-visual needs, and set-ups) will be sent to each committee chair as appropriate, and will be posted on the Reunion web page. These forms should be completed and returned by the due dates indicated. Sample forms may be found in the appendix of this guide.

Recruiting Volunteers to Assist with Reunion

The success of the Reunion program depends in large part on the active participation and commitment of class volunteers. Despite the fact that people are increasingly busy, most people find volunteer work of some kind highly rewarding and gratifying.

The first rule of finding volunteers is to ask.
- Give classmates opportunities to sign up on a class dues form, at an event, or through a survey
- Ask other Smith women if they know of anyone who would be a good volunteer.
- Approach a potential volunteer personally. Let her know that what she would be doing is important to the organization and to Smith.
- Break major jobs into smaller ones. People are more likely to sign up for a minor task than to assume major responsibility
- Appoint co-chairs rather than a single chairperson. It's more fun and less onerous to share a job with someone else. Remember: focus on fun and friendship
- Identify classmates who may have professional ties to a specific Reunion-related job (printer, publisher, souvenir vendor, or designer, for example)
- Listen to volunteers and be receptive to different ideas
- Pair experienced volunteers with new ones
- Provide clear communication regarding duties and deadlines to promote a sense of accomplishment and purpose. Make sure they understand the commitment, and discuss what the job entails
- Contact the office of alumnae relations for advice, support and suggestions
- Provide adequate support and be sure to thank your classmates for their assistance – both privately and publicly, in class communications, and at Reunion
- Establish a rapport with all volunteers on the team, maintaining an open channel of communication. Email distribution lists and conference calls are very useful
- Don’t be afraid to delegate – volunteers need to know they are accomplishing specific tasks
**Reunion Planning Committee Timeline**

The office of alumnae relations will send a series of mailings to Reunion chairs, as well as other Reunion Committee members when applicable, between the fall before Reunion and Reunion. Each mailing will contain information to help your class plan for Reunion. Some will also include forms prompting you to make specific decisions and reminding you of deadlines.

**Timeline**

**Fall - Eighteen months prior to Reunion:**
- Attend training for Reunion Chairs
- Determine communication strategy for the class (Class President)

**The year prior to Reunion:**

**May**
- **Observe Reunion.** The Reunion Chair attends the Reunion of the class immediately preceding hers to observe and get ideas.

**Summer**
- Send **Reunion e-newsletter** to class (Class President), and post Reunion information on social networks

**September**
Reunion Chairs begin to receive regular correspondence via email from the Office of Alumnae Relations.
- Appoint **Reunion Committee Members** (Reunion Chair)
- Select **Reunion theme and design a logo** (Reunion Chair)
- Set your **Reunion budget** and determine **class registration fee** (Reunion Chair and Treasurer), referring to the **Class Registration Fee Worksheet**
- Send **Reunion e-newsletter** to class (Class President), and post Reunion information on social networks
- Submit **Reunion Committee Form** (Reunion Chair)
- Submit **Preliminary Class Programming Form** (Reunion Chair)
- College sends **save-the-date email** and subsequent **postcard** to alumnae in Reunion classes

**October**
- The college makes space assignments for each Reunion class

**December**
- Reunion Chairs receive the Reunion **Meal Planning Guide**

**Early January**
- Submit **Class Dinner Selection Form** (Dinner chair)

**January – March**
- Contact housemates to encourage them to attend Reunion (House Reps)
February
- Reunion Registration booklets sent to alumnae in Reunion classes
- Submit Class Dinner Program Planning Form (Dinner Chair)
- Submit Parade Signs Form (Parade Chair)
- Send class dinner invite to Observers (Reunion Chair)
- Online registration goes live

March
- Submit Class Meeting and Program Planning Form (Reunion Chair)
- Send Reunion e-newsletter/reminder to class (Class President)
- Forward a complete class schedule to the office of alumnae relations

Early April
- Submit Headquarters Planning Form (HQ Chair)
- College sends registration counts to Reunion Chairs for planning purposes

Early May
- Send a last communication to classmates

May
Reunion!

Post-Reunion:
- Submit class slate at Reunion/by June 1
- Submit Reunion Report by June 30
- Remind treasurer to submit Reunion Financial Report by June 30
Reunion Attendance

House Representatives and House Reps Chair Responsibilities

One of the most engaging jobs on the Reunion committee, House Reps contact senior housemates by telephone, via email, or hand-written correspondence to build enthusiasm for Reunion. The House Rep Chair recruits a class member from each house to act as the House Rep, then coordinates the efforts of House Reps and serves as a single contact with the Reunion chair and the office of alumnae relations. House Reps begin their jobs during the fall preceding Reunion.

The Reunion Chair or House Reps Chair sends a list to each house rep, with the names and contact information on record with the college for each housemate.

House reps generally keep in touch with the House Reps Chair or Reunion Chair as they contact housemates, to update them on who has indicated that they expect to attend Reunion. House reps need to be kept informed of class activities, planned Reunion programming, and overall attendance, so they are able to answer classmates’ questions and provide them with the most up-to-date information.

Suggestions

- House reps should encourage classmates who are unable to attend Reunion to send in letters, notes, pictures, or other memorabilia for display at Headquarters.
- Encourage classmates to register early – online registration is quick, secure and easy.

Some effective strategies for House Reps (with thanks to the class of 1968):

- Between October and January prior to Reunion, begin contacting housemates to encourage them to save the date and plan to attend Reunion. Review their contact information, and encourage them to update any inaccuracies via the alumnae online directory, or note them yourself and forward the updated information to the college. This will ensure that they receive Reunion information as soon as it becomes available.
- The most effective message that encourages classmates to attend Reunion is “we want to see you.” The main reason alumnae cite for attending Reunion is to see friends, regardless of the programming planned.
- If a classmate indicates she is definitely coming to Reunion, suggest that she call or email her friends to encourage them to attend. Many classmates decide to attend Reunion when they learn that their friends are attending.
Mini Reunions & Pre-Reunion Parties

Mini Reunions and Pre-Reunion Parties are a great opportunity for classmates to come together in anticipation of Reunion in Northampton, visiting with longtime friends and building relationships with new friends.

Mini Reunion Chair
Many classes appoint a Mini Reunion chair to coordinate and publicize gatherings. These events help to build excitement and enthusiasm for Reunion events in May.

Suggestions
- Mini Reunions in major metro areas might involve a theater or museum outing, gathering at a restaurant or lounge, or having a potluck at a classmate’s home
- A class birthday party
- A picnic or potluck for classmates and their families
- A weekend at a classmate’s coastal or summer home
- Special event mini Reunions might include a Tanglewood gathering; a one-day cruise in Boston or New York harbor; or a sightseeing trip to a major city, such as Washington DC, New York City, or San Francisco
- Outdoor event: sailing, whitewater rafting, skiing, bird watching, vineyard tour
- To save money, send invitations electronically, either via broadcast email or using online invitation sites, like Evite or Paperless Post. Mini Reunions should be self-supporting.

Mini Reunion Checklist
- Reunion Chairs, other officers, and Smith Fund volunteers should be part of the initial conversations about individuals’ willingness to host an event. Several classmates may want to host separate events simultaneously or at different times of the year in various regional locations.
- Decide the preliminary date/time and location of the event, being sensitive to it being either an alumnae-only event; alumnae with spouses or partners; or including members from your class or other classes, children, etc. If you will co-host an event with other classes, be sure to work closely with officers from those particular classes.
- Scale the event to the number of individuals that you hope will attend and also the type of event (formal or informal) you would like, based on the season, indoors or out, and budget.
- Ask class officers to review a draft of the invitation
- A list of proposed attendees can be pulled together from class lists. The office of alumnae relations can provide class lists with email addresses sorted by geographic areas. Review the list with the class officers.
- Take pictures and post them on your class web site, send them to the *Smith Alumnae Quarterly*, and/or bring them to Reunion.
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 nametag and get information on class activities at the Class Headquarters, as well as any souvenirs from the class.

Headquarters Chair

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

The Headquarter 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 housing and meal assignments at the Alumnae House. Information and materials provided by the individual classes, such as nametags, 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, Headquarters chairs should 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 Headquarter set-up.

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)

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
• Encourage classmates to tour the campus in small groups by providing a handout with a campus map with new things to see such as Ford Hall, the Campus Center, the Japanese Garden on the pond edge, the Botanic Gardens and Conservatory, the Olin Fitness Center, or the Museum of Art and its artist-designed bathrooms.
• Provide student ambassadors with buttons that say “Ask me about Praxis internships” or “Ask me about Northampton today.”
Reunion Mementos or Souvenirs

Items that generally work well as mementos include:
- coffee or travel mugs
- sunglasses
- tote bags
- anoraks or fleece items
- aprons
- umbrellas
- luggage tags/keychains
- handmade item
- pashminas

Many classes approach classmates who work for a company that is willing to donate these items to the class. For any items that require a significant amount of capital, an adequate amount should be built into the class registration fee to cover the expense in its entirety. Classes are responsible for paying vendors, including Smith College departments.

Souvenirs may be shipped directly to Northampton to be stored at the Alumnae House. **Materials should be shipped to arrive between Monday and Wednesday of the week during which the class is reuniting.** Due to the heightened level of activity and materials being shipped in and out of the Alumnae House, we cannot guarantee secure storage for anything arriving before that week. Boxes should be clearly marked with the number in the shipment and addressed as follows:

Smith College Class of <year>
c/o Annie Croteau
33 Elm Street
Northampton, MA 01063
Box # of # (total number)
Meals

Alumnae register for meals when they complete their online registration. The office of alumnae relations coordinates the details for all meals except the Friday and Saturday Class Dinners, which are planned by Class Dinner Chairs.

Class Dinner Chair

Responsibilities

- Select the Friday and Saturday menus from the Meal Planning Guide in consultation with the Reunion Chair
- Decide on the general format of the Friday and Saturday dinner program (speaker, discussion led by distinguished classmates, musical program)
- Handle all program details, including decorations, centerpieces, audiovisual material
- Complete and return the Class Dinner Program Planning Form to the office of alumnae relations by the due date. A sample of the form may be found in the appendix.

The Meal Planning Guide will be send in December prior to Reunion.

Reunion Meals

Breakfast
Breakfast on Friday, Saturday, and Sunday is included in the housing package for registered alumnae and guests staying in assigned college houses.

Reunion Lunches and Dinners

The following Reunion meals are held in one or two central locations, depending upon the anticipated number of attendees:
Thursday Reunion Social Hour and Dinner (separate for 25th and 50th classes)
Friday Reunion Luncheon
Friday Reunion Social Hour (25th and 50th hosted by the president)
Saturday Lunch (distributed in central location)
Sunday Brunch

Class Lunches and Dinners

Thursday 25th and 50th Reunion class dinner buffet
Friday Class Dinner (follows Reunion Social Hour)
Saturday Lunch (after central pick up)
Saturday Class Social Hour and Dinner

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The office of alumnae relations, working with the Reunion Chair and Dinner Chair, handles the arrangements for class dinners. Class dinner attendance averages are at right; meal counts vary depending on attendance trends for individual classes.
**Cocktail Hours**
Beginning with Reunion 2013, social hours have cash bars. Wine will be served with dinner as part of the meal price; caterers carry the liability associated with this service. In response to growing feedback in recent years, cocktail hours are NOT included in the cost of the meal, and guests pay for the drinks they order.

**Class Dinner Program**
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 in dining rooms **may not last longer than one half hour after dessert is cleared**, to allow staff to complete their work for the evening. Catering staff must clear dining rooms, and late programs expend significant time, energy and overtime for college and catering staff.

**If your program exceeds this time, your class may be charged for overtime coverage.**

If you anticipate your program will last longer than one half hour after dessert is cleared, 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 an alternate space.

**Suggestions**
- Class Dinner performances or presentations by classmates who are singers, authors, musicians, dancers, or actresses are often popular, as is the presentation of class survey results. Faculty groups may also be asked to perform. Be sure to invite them early!

When planning a program during or after dinner, keep the following in mind:
- A table with reserved seating may be needed for your speaker and class officers.
- The best time for the speaker to give the presentation is over dessert.
- A program should last no more than 45 minutes to one hour.
- The catering staff must be informed as to when the speaker will begin, if they should continue to serve during the presentation, or if they should clear the tables prior to the presentation.

Serving large dinners in an effective and efficient manner is a challenging task. When activities are planned during a meal – a speaker, presentation, or singing group, for example – please review these activities with the on-site staff, to ensure an enjoyable meal and program.

**Smith College Dining Services/Caterer**
Due to the number of events held on campus during Reunion, the office of alumnae relations contracts with a local caterer to supplement the service provided by Smith College Dining Services. Meals held in college houses and dining facilities are catered by Dining Services, while the contracted caterer provides meals held in other venues. The **Meal Planning Guide**, which contains menus for all venues, is mailed in December. **Do not contact other caterers to provide meals or receptions in any college facilities.**
**Smith College Alcohol Serving Policy**

Smith College Dining Services holds the liquor license for Smith College, and caterers are licensed to serve alcohol on campus; both carry liability insurance for this service. Under Massachusetts State liquor laws, these two groups are the only entities authorized to serve and sell alcohol on campus. Cash bars for the cocktail hours before dinners must be staffed by dining services or catering staff. Wine with the meal must be served by Smith College Dining Services or the caterer and will be included in the price of the meal.

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.

**Meal Spaces and Set up**

**Dining Rooms**

Dining room seating may be limited to a certain capacity due to fire safety codes, and last-minute changes in space may be necessary. The office of alumnae relations will notify Reunion Chair(s) immediately if a change in meal venue is imminent. The college may not be able to accommodate last-minute meal purchases in these instances.

**Centerpieces and Linens**

Centerpieces should be no more than 12” in diameter and low enough to not impede conversation. Please make arrangements for disbursal of arrangements after the final class meal; many classes raffle or give them to local classmates. You may also deliver them to a local nursing home (after making arrangements in advance). All tablecloths are white, and napkins are in class colors.

**Meal Fees and Charges**

Meal fees reflect the exact amount charged by the caterers and include no mark up. A $10 late fee is added to each meal ordered after the registration deadline. Encourage classmates to register early to avoid paying the late fee and to ensure the most accurate number of reservations possible. This will make the Dinner Chairs’ job easier and will reduce the likelihood that classmates will be turned away at the last minute.

Your class will be charged for each meal served. Everyone present at a meal must have paid for their meal. A meal registration report will be sent to each meal site approximately an hour before the meal begins. Student Ambassadors or staff will check the nametag against the list, to verify that each person attending the meal has paid.

**Faculty Guests**

If your class plans to have a faculty speaker, the Reunion chair or her designee should extend the invitation. Speakers should be invited to join the class as a guest for dinner.

Your class is responsible for paying for the meals of all invited guests, and provisions for such should be made in the Reunion budget. **The Reunion Chair should register any faculty speaker or other guest as her guest.**
Observers
As is tradition, the Reunion Chair of the hosting class should invite the observer to all of your class activities and she should be a guest of the class for all meals. The observer’s class is responsible for paying travel, all other meal fees, the college Reunion registration fee, and the accommodation expenses associated with returning to Northampton to observe Reunion. Observers do not pay the class registration fee for the class they are observing.

In general, classes should be prepared to host up to two observers from the class following theirs; if the observing class has more than two Reunion Chairs, the observing Reunion chair’s class treasury should cover their meal costs.

Please remember to have all class–specific information available for these observers. Space permitting, observers are housed with the class they are observing.
Class Programming/Activities

Classes may plan class activities within the framework of the college schedule. **Class programs must be planned by early February**, to determine the most appropriate space and for inclusion in the print program.

**Program Chair Responsibilities**

- Plan programming for the weekend that effectively draws on the Reunion theme (an after-dinner discussion, a panel discussion by classmates, an evening of jazz performed by a classmate, etc.)
- Requests for AV equipment and/or support **MUST** be received no less than eight (8) weeks prior to Reunion.
- Complete and return the **Class Program Planning Form** by the due date.

**Spouse/Partner/Family Activity chair (optional)**

Similar to the Program chair, many classes assign a classmate (or spouse/partner) to plan an outing or two. This might be a golf outing at a local course, a family activity at one of many great Pioneer Valley attractions, or a scavenger hunt on campus for children. Visit www.valleyvisitor.com or http://www.explorenorthampton.com/ for great ideas and contact information.

**Space assignment**

Campus space for housing, headquarters, meals, and programs 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.

If your class is planning a panel discussion with theater-style seating, it will be assigned an auditorium. Similarly, a house dining room not used for dining (which has round tables and chairs) may be assigned for small, group breakout sessions. Refer to the **Reunion Event Spaces** table in the appendix for information about spaces on campus. If a video presentation is planned (film, video, PowerPoint), copies of the video must be sent at least **four weeks** prior to Reunion, for testing with college equipment. The class must secure proper permissions for public viewing of any films or documentaries.

**Important**

- Helium balloons are not permitted in the Campus Center, as they may interfere with the fire detection system
- In consideration of fire and occupancy codes, the college may need to relocate an event or activity based on registration numbers
- No events may be scheduled in student residence living rooms or public spaces during Commencement weekend
Audio-Visual Equipment
Smith College Educational Technology Services (ETS) can generally provide most equipment needed for class programs. ETS will also record an event on audio or video for a fee. Audio-visual equipment that is available for use at class events includes:

- Portable compact disc
- Digital projectors/PC or Mac laptop
- Slide projectors/carousels/screens
- DVD players/monitors
- VCRs/monitors
- Free-standing and podium microphones

All equipment must be requested and time for set up will be scheduled prior to the event. Be clear on the Class Program Planning Form where equipment should be set up and if you need someone to operate it. The office of alumnae relations will notify ETS of requests received from classes. Requests for AV equipment and/or support MUST be received no less than eight (8) weeks prior to Reunion.

If the college cannot provide the necessary equipment, the appendix of this guide contains a list of vendors from which goods and services for your class events may be rented or purchased. Vendors on this list have worked with the office of alumnae relations and Smith classes, and are generally aware of the needs of the Reunion program. It is the responsibility of the class to contract with and manage payment to each vendor. To protect yourself and your class, be sure to get a clear contract that details the rental price, the conditions under which the material will be delivered and picked up, and any other particulars that are important for your function. Be sure to include any rental expenses in your Reunion budget.

Class Meeting
Traditionally, the class meeting is held during or immediately after lunch on Saturday, but many classes now hold a brief meeting during the Saturday class dinner. Indicate when you will hold your class meeting using the Class Meeting and Program Planning Form that will be sent to the Reunion Chair during the winter preceding Reunion.

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

The Class President presides over the class meeting. Please refer to the Guide for Class Presidents for more details.
Alumnae Parade

For many alumnae, the most meaningful part of Reunion is the Alumnae Parade.

Alumnae Parade Chair
Responsibilities

- Provide the wording for the parade signs to the office of alumnae relations by the due date indicated on the Parade Sign Form
- Remind classmates to dress in white attire for the parade
- Assist classmates in parade lineup, ensuring that class officers are in the proper places

General Parade Sign and Parade Guidelines

- Parades signs must be submitted to and approved by the office of alumnae relations. Signs should convey the general class Reunion theme and be brief and clever – generally four lines of approximately four words each (3-6 characters each) is effective. If you have a saying that is considerably longer, we suggest splitting between two signs to be held side-by-side or consecutively in line. Signs are single-sided.
- When considering wording, please remember that alumnae of many ages, as well as graduating seniors, their families, and guests will see them. Wording should be appropriate and respectful of and non-offensive to all age groups, ethnicities, religions, sexual orientation, gender identity, race, and political affiliations.
- The college will have signs made prior to Reunion and delivered to the parade line-up location on Saturday of each weekend.
- The cost of the signs (approximately $35 each) will be withheld from the class registration fees before they are disbursed after Reunion. Only signs approved by and produced through the college are permitted in the parade.
- The number of signs should be determined by the estimated number of classmates who will be marching, generally no more than one sign to every twenty marchers.
- The goal is to have a steady line of signs that are easy to read as you march.
- The appearance of the parade is greatly enhanced by an unbroken line of white attire. All marchers should wear white shoes, or white with color. Several members of the class may choose to march at the head of the class dressed in gym uniforms or other attire worn by the class as undergraduates.
- Alumnae should wear ribbons in their class color, distributed at registration at the Alumnae House or available along the parade route on Saturday morning.
- Since 1900, classes have had the class colors of purple (changed to blue during World War II), yellow, red, and green. As a symbol of the Ada Comstock Scholars’ cross-generational composition, Ada Comstock alumnae may also wear rainbow-striped ribbons. A list of Class Colors appears in the appendix of this guide.
- Class ribbons should be worn from the right shoulder to the left hip.
- A sample of the Parade Sign Form appears at the end of this guide.
Reunion Awards

The following awards are presented during the Ivy Day Convocation (RI) and/or the AASC Annual Meeting (RII):

Office of Alumnae Relations Awards
To the class with the highest percentage of class members attending Reunion
To the class with the highest number of class members attending Reunion

Smith Fund Awards
To any class with a record-breaking five-year comprehensive dollar total
To any class with a record-breaking five-year average participation percentage
To the class with the largest five-year comprehensive total
To the class with the largest number of Smith “Stars” (consistent five year donors)
Milestone achievements when accomplished

Planned Giving & Bequests Awards
To the class with the highest percentage of Grécourt Society members.

The office of alumnae relations awards are based on Reunion attendance figures as of 9 pm on Friday prior to the Alumnae Parade. Classes will not receive attendance credit for alumnae who do not register with the college.

Smith Fund class gift awards are based on gifts received by 9 pm on Friday prior to the Alumnae Parade.
Reunion Communications

We suggest regular correspondence and updates in the Reunion year, using broadcast emails, websites and social media platforms effectively. Many classes also now have facebook pages where Reunion teams share plans and classmates can connect before Reunion building even more enthusiasm.

The Class Secretary should continually be updated on Reunion planning activities for inclusion in the Smith Alumnae Quarterly “Class Notes” column.

Reunion Theme and Logo
Classes should develop a Reunion theme and design a logo as early as possible. A Reunion logo that incorporates your class color and the theme should be designed and carried throughout all your class correspondence, e-newsletters, website, parade signs. This will provide a consistent visual identity with which classmates will become familiar as Reunion approaches. A list of past Reunion themes is available on the Reunion webpage.

Class Correspondence
Information to include in class correspondence, including broadcast emails, the class website, and social media platforms:

- Reunion dates and theme
- Reunion logo
- Class officers and names of those on the Reunion committee (with contact information)
- Preliminary schedule and plans
- A brief update from each member of your Reunion planning team
- How to update contact information with the college: forward updates (along with their full name and class year) to alumnaerecords@smith.edu.

Suggestions

- A class Reunion survey – What have classmates been doing since graduation or the last Reunion? Most classes use www.surveymonkey.com for online surveys with great success.
- To get an early sense of potential attendance, ask classmates to indicate whether they plan to attend Reunion and/or would like to work on a Reunion committee or project.
- A link to the “Look Who’s Coming” list on the Reunion Resources web page
- A list of lost classmates, with a request for contact information
- A piece from the class nominating chair
- Publish teasers: List ten reasons to come to Reunion: list five reasons people don’t come to Reunion – and then debunk each in a humorous way; or ask interesting trivia questions, with answers available at Reunion.
- Publicize the names of classmates who are attending.
- Personal contact is crucial. Keep a record of news from classmates and create a poster or display of letters, pictures, and updates for your Reunion headquarters. Keep in mind that the main reason many alumnae attend Reunion is to see their friends.
- Encourage classmates to register early – online registration is quick, secure and easy. Last-minute registrations complicate even the best plans.
- The Class Notes section of the Quarterly provides an opportunity for classmates to keep in touch and hear about classmates with whom they may wish to connect at Reunion.
- Create a “personals” area for the class website and have classmates leave messages for one another.
- Share information with your classmates about the attendance prizes for Reunion.
- Keep in touch with your House Reps. Make sure they have the information they need to answer classmates’ questions about Reunion and keep you informed of classmates who have indicated they are attending.
- Consider adding a mini-questionnaire to your class website a year before Reunion, to help with overall Reunion planning (with thanks to the class of 1995):
  - Food preferences (all meals will have a vegetarian alternative):
  - Would you prefer the Saturday Class dinner to be casual or formal?
  - Are you bringing spouse/partner and/or children with you?
  - What kind of class activities would you like to have at Reunion?

**News from Smith**
Good communication is key to creating informed and effective ambassadors for Smith, as all alumnae are. Your efforts in spreading the word about Smith and your own class are much appreciated.

There are a number of Smith sites and communications vehicles already in place and updated regularly from which you can draw news and information to cut, paste, and share with classmates. Here’s a list:
- Notes from Paradise e-newsletter: [http://alumnae.smith.edu/enews/archive.php](http://alumnae.smith.edu/enews/archive.php)
- Smith Alumnae Quarterly online: [www.saqonline.smith.edu](http://www.saqonline.smith.edu)
- Alumnae Association of Smith College: [http://alumnae.smith.edu](http://alumnae.smith.edu)
- Smith College: [www.smith.edu](http://www.smith.edu)
- Smith College President Kathleen McCartney: [www.smith.edu/president](http://www.smith.edu/president)
- Follow President McCartney on Twitter [https://twitter.com/intent/user?user_id=17025399](https://twitter.com/intent/user?user_id=17025399)

**Print Newsletters**
Very few classes continue to produce print newsletters, in favor of more economical and timely electronic communications. If you remain committed to sending a print newsletter, you may work with a designer/print shop of your choosing or contact Paradise Copies in Northampton (paradise@paradisecopies.com or 413-585-0414).
College Communications

The college sends a **Save the Date email and subsequent postcard** to all active alumnae in reuniting classes and Reunion observers during the fall prior to Reunion.

The **college sends the Reunion Registration Booklet** to all active alumnae in Reunion classes in February 2015. This booklet includes detailed Reunion information, a preliminary schedule of events for both Reunion weekends, and instructions for registering online.

The **Reunion Resources webpage** will go live later in the winter, and will include detailed Reunion information, schedules for both weekends, travel information, family activities, updates, a list of who’s registered for Reunion, and a link to online registration. This will be the “go-to” place for Reunion details for your classmates.

The web page is updated frequently with Reunion information, developing plans, and a list of who’s registered for Reunion.

The college will also post information to the “**Smith College – Alumnae** facebook page” as Reunion approaches. This will be another place for frequent updates and making connections as Reunion excitement builds.

**Suggestions**

- Communicate frequently with classmates, especially during the year prior to Reunion, and utilize class communications to highlight Reunion plans and reminisce about your years at Smith.
- Be sure to post all information from print newsletters and mailings on your class website.
- Create a class website and/or a social networking site (e.g. Facebook). Tweet before, during, and after Reunion!
Reunion Communication Schedule

Summer
Determine format and contents of class communications (Class President, in consultation with the Reunion Chair, Smith Fund volunteers, Web chair/Digital Media Coordinator)

Class Newsletter
What to include:
- Report from Reunion Chairs who observed Reunion in May
- Reunion dates for your class
- Call for volunteers to work on a committee
- Upcoming Mini Reunions dates and locations
- Links to class website and facebook page

September
The office of alumnae relations sends a Save the Date email and postcard to all active alumnae in reuniting classes

Class Newsletter
What to include:
- Reunion dates, theme and logo
- Class officers and Reunion committee names with contact information
- Preliminary Reunion schedule and plans
- A brief update from each member of your Reunion planning team
- How to update contact information with the college: forward updates (along with their full name and class year) to alumnaerecords@smith.edu.
- Questionnaire (only if it is to be returned for a Reunion Class Book or is to be reported on at a class Reunion event (optional)

February
The office of alumnae relations mails the Reunion Registration Booklet

Online registration opens
Reunion web page goes live

Class Newsletter
What to include:
- Preliminary schedule of events planned by both the college and your class
- List of class members who are planning to attend
- Deadlines (clearly specified)
- Encourage classmates to register and visit the Reunion Web page frequently for updates.

April Newsletter
What to include:
- More detailed Reunion plans and last-minute details
- A list by state or by house of those planning to attend
- Reunion Requests for items to display at Class Headquarters (letters/photos from those who cannot attend, class memorabilia, etc.)
- Request of nomination for new class officers.
- Reminder of things to pack.
**General Reunion Information**

**Housing**
The college assigns all Reunion housing as part of the registration process. Please remember, and remind classmates, that student residences are not equivalent to a hotel or motel.

By default, alumnae are assigned housing with other members of their senior house. It is important to remind classmates that ample public space will be available for socializing if an adequate number of rooms is not available to room senior house groups together. Seniors and many undergraduates are still in residence in most houses through Reunion I weekend, and the number of rooms available will dictate how many houses are assigned for each class, as well as their proximity to each other. The Reunion registration form includes a field to indicate special housing needs for those with mobility impairments.

**Guests**
Guests are accommodated in the student residences whenever possible. No special restroom arrangements are made for male guests. When possible, all families and/or male guests are accommodated on the same floor or in the same area to facilitate sharing of the bathrooms. The class may choose to organize a spouse or children’s program. Generally, all athletic facilities are available for use by alumnae and their guests during Reunion. Guests generally do not pay the class registration fee.

**Housing reservations are made per bed,** not per room. Depending on availability of rooms, some double rooms may have to be assigned to accommodate all alumnae registering for housing. Houses open at 4 pm on Thursday of each weekend. Housing is not available for anyone arriving before Thursday night of each weekend. Renovation schedules dictate the houses available for use during Reunion.

Card access is available to exterior doors of student residences only. The college does not issue keys to individual rooms. Encourage classmates to leave valuables at home.

Classes returning during Commencement weekend are reminded that they may be sharing a house with graduating seniors who are celebrating the completion of their degree and are very excited about becoming alumnae. Houses are often the site of festivities and late-night revelry.

**Student residences HAVE:**
- Single beds and single rooms (some doubles are available and used for families and/or couples)
- Two to four flights of stairs
- Rooms that may be warm or cool, depending on unpredictable New England weather in May
- Community bathrooms (please remind classmates to bring flip-flops or slippers for going to and from the bathroom/shower)
- Noise (depending upon other residents in the house)
- Access to local and 800 numbers from phones in all residence houses, allowing Reunion attendees to place calling card and pre-paid card calls
- Some have elevators (Chase, Comstock, Cutter and Ziskind, Duckett, Gillett, King, Lamont, Northrop, Wilder, and Scales Houses)
- Bedding (sheet, blanket, pillow/pillowcase)
Student residence rooms DO NOT have:
- Air conditioning or fans
- Bedside reading lamps
- Televisions/radios
- Clocks/clock radios
- Quilts (extra blankets are available)

On-campus housing is not for everyone - classmates may prefer to stay in a hotel, motel, or B&B in the Northampton area. For information about area accommodations, go to: www.smith.edu/about-smith/visiting-smith/local-accommodations or www.explorenorthampton.com/

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**Reunion Class Book**

The Executive Committee of the class should decide well in advance of Reunion whether or not to publish a class book. The class Reunion book is an expensive undertaking both in terms of money and time for the class. Class books are generally published for milestone Reunions, such as the 25th and 50th, serving as a remembrance for classmates and to generate enthusiasm.

An editor and several assistants should be chosen at least two years prior to Reunion. They should be selected on the basis of ability, interest, and time. Editorial experience is a great help.

Budget carefully and plan at least two years ahead; decide after the 40th Reunion, for example, that a class book will be produced for the 50th to allow for adequate accumulation of funds in the class treasury.

Select a printer and decide on style, layout, pictures, and costs. The office of alumnae relations has samples from many classes. Investigate cost-effective printing and binding options – many small copy shops can produce a fine book at a fraction of the cost of a commercial printer.
The editors should plan a questionnaire and form that will be mailed to the class no later than the summer before Reunion. Include a return envelope that has a place for each member to order a book in advance, if the cost of the book will not be included in the class registration fee. Remember to include postal charges for books that will be mailed rather than picked up at Reunion. Post the questionnaire and form on the class website, providing a way for the information to be submitted via email to the class book editor. Encourage classmates to submit information electronically whenever possible.

Arrange for mailing the class book at least two months prior to Reunion. This will help build enthusiasm for Reunion. The class should also make arrangements for taking orders and for mailing copies following Reunion.

**Guidelines for Gathering Information**
The organizers/editors should be very clear with classmates that the information they provide will be published and distributed to classmates in the Reunion Book.

Use only information received from the alumna herself. When in doubt, call and verify the information with the alumna. Please exercise good judgment when reporting information and delete any information that is not clearly written or reported, or that cannot be verified.

**Confidentiality of Alumnae Information**
Alumnae names, contact information, and biographical information are entrusted to the college by each individual alumna. This information is confidential and protected. Permission should be obtained by individual alumnae classes to use names and addresses from the college database for Reunion Books and/or class directories (via class book questionnaires). Any part of any confidential alumnae information, as released to class officers or their designated representatives, may only be reproduced or transmitted in any form with the consent of the class officer or the Vice President for Alumnae Relations.

**The office of alumnae relations releases information in the following formats:**
- Electronic file via email (as an attachment)
- Printed lists of alumnae/classmates
- Self-adhesive mailing labels

**Please note the following with regard to information released:**
Only class officers may request lists, labels, or electronic files. Information released represents a snapshot of the database at a particular moment in time and is subject to change.
Reunion Revenue & Expenses

Reunion Expenses and Class Registration Fee

The following Reunion expenses are the responsibility of the class and should be covered in the class registration fee:

- Costs associated with Reunion chairs observing the Reunion prior to yours
- Meals for guests of the class (e.g. faculty invited to class dinner, observers, etc.)
- Reimbursements to officers for class business expenses (conference calls, postage)
- Headquarters expenses such as decorations, supplies, refreshments, rental equipment
- Nametags
- Centerpieces or table decorations for meals
- Class Book (if applicable)
- Parade signs
- Mementos/souvenirs
- Special event staging, staffing, and set-up (e.g. if the class hires a band or theatrical group)
- Newsletter fees
- Reunion student ambassador meals

No portion of the class registration fees can be used for the class Reunion gift to The Smith Fund. Reunion fees range from $15 to $100 depending on the size of the class, what Reunion is being celebrated, and the state of the treasury. Guests are generally not charged the class registration fee.

The class treasurer, in consultation with the class Reunion chair, should ensure that the class treasury is adequate to meet the financial obligations of Reunion. She must ensure that the class does not incur a loss with Reunion, and that the class will have the financial resources to support Reunion items such as a class book (if applicable), print newsletters (if desired), and giveaways/novelty items.

Recent class registration fees (for reference)

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**College Fees**

The college charges:

- A Reunion registration fee (charged to all registrants)
- For on-campus housing – a flat fee for three nights (Thursday, Friday, and Saturday) or any portion thereof. **This fee cannot be prorated.** Alumnae Association Life Members will receive a $25 discount off of the on-campus housing fee.
- For all meals

Late fees are assessed for room and meal reservations received after the registration deadline (generally April 20).

Alumnae may register beginning in late February. The Reunion registration booklet and registration forms for the 50th and earlier classes are also made available as PDFs on the **Office of Alumnae Relations Website.**

The office of alumnae relations collects all registration, housing, and meal fees associated with Reunion. Class registration fees are transferred to the class’s Smith-held treasury account, minus expenses owed, by the end of June following Reunion.
Post-Reunion Wrap-up

After paying all catering bills, parade sign, and other fees owed, the college transfers class registration fee disbursements to your class’s account at the college.

The office of alumnae relations asks classes to provide samples of class souvenirs and any other class materials, such as class books or directories, songbooks, or other print materials as examples for classes who follow yours. Please send samples to the Annie Croteau, Assistant Director for Reunions, Classes, and Clubs.

Following Reunion, the Reunion Chair should complete the following tasks by the dates indicated below:

- **Submit Class slate.** Be sure the class slate has been submitted to the office of alumnae relations, preferably prior to or during Reunion, but no later than June 1, so that new officers who must receive information about their new job can be coded in the college database.

- **Submit a Reunion Report.** This should be sent to the office of alumnae relations, your successor, and the Reunion Chair of the class following yours. Please see the suggested guidelines below for writing the report. Your report should be submitted by July 31. This report should be a synopsis of your Reunion planning experience, from the time you were elected to Reunion. You will find a Reunion Report Form in the appendix.

- **Submit Reunion Financial Report** (sample in the appendix of this guide). Work with your class treasurer to close the books on Reunion and be sure the Treasurer submits both the Annual Financial Report and the Reunion Financial Report to the office of alumnae relations by July 31.

- **Organize files.** Prepare, and turn records over to the incoming Reunion Chair by July 31.

- **Send memorabilia to Archives.** Smith College Archives is eager to receive copies of class Reunion photos, print materials, and other memorabilia for the Archives. Please note that once catalogued in the Archives, the materials cannot be retrieved for use during a future Reunion, though copies can be requested. Visit the College Archives page at http://www.smith.edu/libraries/libs/archives/donations#alumnae for more details.