Engineering your 2017 Reunion:
The Nuts & Bolts of Reunion Planning
Smith College
November 2015
Agenda

- Reunion 2017 dates and preliminary schedules
- Reunion roles and resources
- Reunion meals
- Programming
- Class communications
- Reunion registration & fees, Reunion housing
- Post-Reunion wrap-up
- Reunion Timeline
- Special guests!
Three Priorities of Reunion

- Engage (alumnae relations efforts)
- Connect (class volunteer efforts)
- Support (Smith Fund efforts)
Engage alumnae with the college

It was great and I'm so glad I went. I now have renewed interest in my local Smith Club. It was good to get a feel for what is happening now, some of the big issues and how the college is responding.

- Alumna from the class of ‘65
Connect with classmates

I always feel like Reunion is designed to remind me of how special Smith and my Smith friends are. Every five years I feel like I have received a gift from the college.

- Alumna from the class of ’85
Support the college financially

The student panel and the Women in Science presentations convinced me to be class fund agent for next 5 years. This is one of the best ways I can see to make a difference in the world.

- Alumna from the class of ’75
Reunion 2017

- Dates: Thursday to Sunday, May 18-21 and May 25-28, 2017

- Alignment of classes:
  - Reunion I/Commencement weekend: 10th, 20th, 30th, 40th, 50th
  - Reunion II weekend: 5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th-80th
Reunion 2015 Statistics

- **Reunion I/Commencement weekend: 1,100 people**
  - 850 alumnae, 200 guests, 50 children
  - 725 with housing

- **Reunion II weekend: 1,300 people**
  - 975 alumnae, 220 guests, 90 children
  - 785 with housing
Reunion 2017 Preliminary Schedule

Thursday
- Reunion Chairs lunch-meeting
- Multiclass social hour and dinner

Friday
- **Morning:** College programming
- Reunion luncheon
- **Afternoon:** College programming, Campus activities, Receptions
- Class social hours (President hosts reception for 25th/50th Reunion class)
- Class dinners and class programming
- **Evening:** College programming, Class programming
Reunion 2017 Preliminary Schedule

Saturday

- **Morning:** Alumnae Parade/Ivy Day Ceremony (RI)
  Alumnae Parade/AASC Annual Meeting (Reunion II)
- Service of Remembrance (Reunion I)
- **Lunch pick up:** Class lunch and program
- **Afternoon:** College programming, family activities
- Class social hours, dinners and class programming
- **Evening:** Illumination
- Dance party
Reunion 2017 Preliminary Schedule

Sunday

- Commencement Exercises (Reunion I)
- Service of Remembrance (Reunion II)
- Reunion brunch
- 1 p.m. Residence houses close
Reunion Team and Coordination

Role of Office of Alumnae Relations (OAR) Staff

- Provide the framework
- Reunion Registration
- Printed material and collateral
- Space assignments
- Coordination with college departments
Reunion Team and Coordination

Role of Reunion Chairs: oversee all class planning efforts

- Recruit/appoint/supervise Reunion committee members
- Liaison with OAR
- Class Communications
- Observe Reunion in 2016
- Oversee Reunion budget in collaboration with class treasurer
- Post-Reunion Responsibilities
Reunion Planning Committee

Build enthusiasm for Reunion!

- Mini-Reunion chair
- House reps chair and House representatives
Reunion Planning Committee

- Headquarters chair
  - Refreshments
  - Decorations
  - Souvenirs

- Class Headquarters and Hospitality
Reunion Planning Committee

Class dinner chair(s)

- Handle the arrangements for Friday and Saturday class dinners
Reunion Planning Committee

- Program/Activities chair
  - Plan programs/activities within framework of Reunion schedule
- Alumnae parade chair
Student Ambassadors

Resources:
Tools for Reunion Planners Webpage
http://alumnae.smith.edu/
Tools for Reunion Planners

Each May, Smith welcomes thousands of alumnae and family members to campus to experience the intellectual vitality of the college and connect with classmates and faculty. Reunion volunteers create programming that reflects the special interests of their class.

Reunion Planning Committee

Involving as many people as possible in Reunion planning helps build enthusiasm. Reunion committee members have a valuable opportunity to plan programs, get to know classmates and enjoy being a part of this special annual event. The following positions are available:

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

Class headquarters serve as a gathering place for hospitality, refreshments, messages and class displays.

Responsibilities

- Set up the headquarters
- Staff the headquarters with classmates throughout the weekend
- Dismantle on Sunday

Suggestions

- We strongly suggest that the headquarters chair be a classmate who lives within driving distance of Northampton in order to facilitate research trips prior to Reunion and to make transporting materials during Reunion easier.

Resources & Forms

- Reunion Planning Guide (PDF)—See the “Class Headquarters & Hospitality” section
- Headquarters Planning Form
- Representing Smith: “How to talk about Smith” and other resources to stay informed and connected.
Reunion Meals

- Breakfast included in the housing package
- Thursday dinner, Friday and Saturday lunch, Sunday Brunch
  - Meal fees are all-inclusive
  - Class social hours
Communicating with your Class

- Decide on Reunion theme and design Reunion logo ASAP; carry it through EVERYTHING – class web site, facebook, souvenirs, parade signs, headquarter and dinner venue decorations
- Use social networking to connect (facebook, twitter, tumblr)
- Broadcast e-mails
- Print newsletters - Paradise Copies in Northampton
- Class web site
- Phone calls
- Mini-Reunions and Pop-up Reunions
Greetings classmates! Our 30th Reunion is May 14-17, 2023, so if you haven’t already, please register today (click here). Costs will increase after April 22. The college has planned faculty and student presentations, dance performances, an all alma dance at Davis, and much more. To see the schedule of events, click here. We will also offer class-specific events. Read on for updates and important information to help you plan and make the most of our reunion:

**Reunion Costs & Registration**
The Class of ’83 has established the class reunion fee at $85/person. On-campus housing is a flat fee of $120/person and does not fluctuate based on the number of nights you stay. Meal costs are optional and are listed per meal in the registration form.

**Reunion Stipends Available**
Reunion is all about togetherness, spending time with old friends and building new connections. We hope to see as many of our classmates return for reunion as possible this year. If finances are a stumbling block to your ability to attend, please contact our class treasurer Alison Kent (alisonkent@alumnae.smith.edu) for information on reunion stipends.

**Reunion Volunteers Still Needed**
WE DID IT!
We sang in the sunshine
We laughed every day...

Reunion 2015 was spectacular! More than 100 classmates plus some 20 guests came to Northampton and we made our own kind of music for three days chock full of activities, good food, dancing and singing, and lots and lots of conversations with old friends and new. Time stopped for a brief while as we all just relaxed and enjoyed being together again. Sunshine and clear skies showcased the still incredibly beautiful grounds of our campus. The students and new graduates are as remarkable as ever.

But those of us on campus were not alone in participating in this reunion. Many of you helped to make it all happen even though you couldn’t come. You sent in photos that we saw in the fabulous “Then and Now” video, created the signs that we carried in the parade, sent in responses to Martie Wynne’s SNAP survey (we had the highest response rate yet), and contributed generously to the Alumnae Fund.

Speaking of which, we set a record for giving by the 45th reunion class, giving a total of more than $3,800,000 over five years with 46% participation. Our one-year total was $1,756,623 with a participation rate of 67% which exceeded our goal! What tremendous generosity! Mary Pratt Grant, our class fund agent says, “Thank you to everyone who made a gift to the Smith Fund for the past five years.

Together we did what no one in the Development Office expected us to do, and our gift will make a huge difference to the students who are at Smith. Your efforts are deeply appreciated.” And it’s not too late to participate in this year’s giving. Gifts received by the college before June 30 will be counted toward our reunion total.

Be sure to check in at the class website (www.smith70.com) and sign on to the class Facebook page for pictures and reminiscences from reunion. Marlene Bellamy is also posting a PDF of the Memorial Reminiscences booklet.

The only thing that could have made this reunion even better was if more of us could have come. We missed you! So put the 50th reunion on your calendar now: May 14-17, 2020. Be there!
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
CLASS OFFICERS
2010-2015

President
Elizabeth Belcher Custler (Betsy)
4502 Sunnydale Road
Edina, MN 55424
(952) 922-2299; cell (612) 636-6333
bettycustler@gmail.com
Alternate address (January-March):
1165 Eagles Flight Way
North Port, FL 34287
(941) 876-1203

Co-Vice Presidents/
Reunion Chairs
Beverly Wallace Cable (Bев)
60 Pinckney Landing Drive
Shelton, SC 29944
(843) 846-0640
beverlycable@gmail.com
Terrie Grimm McDonald
731 Raleigh Court
Northbrook, IL 60062
(847) 498-9906
terriemcconald@gmail.com

Secretary
Karina Jenney Saltonstall (Tinker)
159 Front Street, Box 1030
Marion, MA 02738
(508) 749-0160
tinkersaltonstall@gmail.com

Treasurer
Virginia Griffith Levy (Robbin)
1 Grandview Circle
Pleasantville, NY 10570
(914) 769-1949; cell (914) 282-3319
robbinlevy@gmail.com

Special Gifts Co-Chairs

Class of 1960

Smith College

Class of 1960

SMITH COLLEGE CLASS OF 1960 NEWSLETTER • SPRING 2013

‘60 DOES CHICAGO
GET IN THE LOOP!

SAVE THE DATE: SEPTEMBER 27-29, 2013

Breaking news:
Your class officers will be meeting in Chicago in September to begin planning our 55th Reunion.
We want to share the fun, so we are planning a mid-term reunion and hoping you will join us.
Whether you attended our 50th and wished the good times and sharing could continue, or you
missed the 50th and wish there were a way to have that same experience now — here’s your
chance to enjoy your classmates plus all the excitement, culture and cuisine of one of our great
cities, right in the middle of the country.

Terrie McDonald, one of our Reunion planners plus our gal in the Windy City, has found us a
great hotel, the Hotel Allegro, at Randolph and Wells. The hotel has a Starbucks on site and a
“Hosted Wine Hour” from 5 to 6 every evening in their lobby. The hotel is within walking
distance of many of the attractions in the Chicago Loop area.

Dining: There will also be a welcome dinner hosted by your officers, on the official first night,
Friday, September 27th. For other meals, you can sample the many excellent ethnic restaurants
the city has to offer, in smaller or larger groups as you like.

Activities: A truly exciting list of things to do, places to go, sights to see. We plan to schedule
tours for our group at some of the most popular attractions. Here are just a few: Chicago
Art Institute and a wealth of other museums – Science and Industry, Natural History, Museum
of Contemporary Art Chicago; Millennium Park and Gardens; a plethora of tours – via boat on
the Chicago River featuring the famous architecture in the Loop, bus tours, walking tours, Frank
PRESIDENT’S REPORT

Hi fellow ’66ers:

It is hard to believe that our 45th Reunion was almost a year ago. It was a great success with 120 members of our class returning to Northampton for the weekend. The parade, the panels, the skits, the meals, and most of all, the company of old friends made for a wonderful time.

This is our annual class newsletter in which we hope to give you information about the class of 1966 as well as about our upcoming Reunion. As we get closer to the fiftieth Reunion we will have more details for you about it. We hope to make it the best fiftieth Reunion ever, but we will need the help of every classmate to do so. One of the first things we need to do is to come up with a theme for the reunion. We would love suggestions from everyone. So please send any ideas you may have to our reunion co-chairs: Darcy Wheeler Bacon at darcybacon@gmail.com and/or Linda Cornell Weinstein at lw2wb@aol.com. Anyone who is interested in working on the reunion in any capacity should get in touch with either Darcy or Linda.

Sharing Information

There are two ways to get and share information about the class of 1966. The traditional way is by the column in the Smith Alumni Quarterly. In January, you received an email from Susan Froehly Teich asking for news for this column. This information can be shared with your classmates by sending an email to Susan. The second way is through the website. We are on a website where articles about classmates may be posted, and a Class Website page where links to your own sites may be added. However, to keep the site updated and interesting, Barbara needs to hear from you. You can reach her via the website or by email at bfitting@yahoo.com.

In order to stay in touch with you all, it is also important that we have up-to-date mailing addresses as well as email addresses. It is considerably less expensive to contact classmates by email than by regular mail. We will of course stay in touch with those who prefer to avoid the electronic world, but if you are willing to receive information via email, please make sure we have your current email address. And, don’t be shy about sending us news. People don’t have to have won a Pulitzer Prize to be interesting!!
Reunion Registration and Fees

- All registration is handled by the college – cVent (new in 2016!)
- College registration fee – offsets overhead costs of producing Reunion
- Class registration fee
- Meal fees – you select menu for class dinners; all other meals are set by college
  - Meal fees increase by $10 after the registration deadline
- Housing fee – includes breakfast each morning
- AASC lifetime members may deduct $25 from housing fee
- Guests are accommodated with alumnae in student residences; no special provisions
Post-Reunion Wrap-up

- Class registration fees, less expenses owed, are transferred to the class’s Smith-held treasury account

- Please send to the college:
  - Samples of unique class souvenirs, class books, song books, or other print materials
  - Class slate preferably prior to or during Reunion - no later than June 1
  - Reunion Financial Report by July 31
  - Reunion Chair Report by July 31

- Organize files and pass to successor by July 31

- Memorabilia to Smith College Archives
Reunion Planning Committee Timeline

**May 2016:** Observe Reunion
- Reunion I: May 12 to 15: 10th, 20th, 30th, 40th, 50th Reunion classes
- Reunion II: May 19-22: 5th, 15th, 25th, 35th, 45th, 55th, 60th, 65th-80th Reunion classes
- Request post-Reunion reports from class you observed.

**September:** OAR sends a Save the Date email and postcard
- Reunion Committee form is due
- Select theme and design logo
- Set your Reunion budget
- Submit Preliminary Class Programming Form

**October:** Space assignments are made by the college (subject to change)
- Meal Planning Guide sent to Reunion chairs
January 2017:  *Class Dinner Menu Selection Form* due
  House Reps contact classmates

**February:** *Parade Sign Form* (sign wording) due
  *Class Dinner Program Planning Form* due
  Submit final class schedule
  Reunion Registration booklet mailed and online Registration goes live

**March:** *Class Program Planning Form* due

**Early April:** *Headquarters form* due
  Registration reports emailed

**Mid/Late April:** Registration deadline

**May 2017...** Reunion!!!!!
Next Steps...

- Appoint committees
- Encourage mini Reunions
- Set Reunion theme as soon as possible
- Work with President on e-communications
- Keep website and social media sites fresh
- Observe Reunion next spring
- Explore Reunion website
Tips and Advice

Gardi Pedersen Hauck ’65

Vera “Tinny” Weintraub ’65
Questions?
Above all...Have Fun!

Contact us whenever you need to...

we’re only a mouse click or phone call away!!

Find our contact info in the

Reunion Planning Guide