REUNION/COMMENCEMENT WEEKEND
SPACE REQUEST FORM

Please return this form by September 20, 2007

If your class has co-Reunion chairs, submit only one copy of this form.

Reunion Chair ____________________________ Class ____________________________

Email ____________________________ Phone ____________________________

Please refer to the Smith Houses at a Glance and Reunion Event Space sheets as guides for choosing space. Based on the approximate number of alumnae and guests you anticipate will attend your reunion, indicate your first, second and third choice for location below.

This request for space is not a guarantee or reservation.

The AASC and other supporting college departments will work together to assign space. The AASC reserves the right to make space changes for any event.

Three things are taken into consideration in assigning space:
- the number expected to attend your class reunion
- the availability of kitchens and dining staff
- the seniority of your class

The 50th and 25th Reunion classes have space priority over all other classes. All class headquarters will be located in Hatfield Hall.

Thursday dinner and Friday lunch are organized by college Dining Services at a single designated site. Breakfast is served each morning in certain college houses, with an expanded breakfast on Sunday morning. Saturday lunch will be organized by Dining Services and centrally distributed. The class is not responsible for planning these meals.

Housing:
Please list the student residences or general area of campus your class would prefer.

1. ____________________________ 2. ____________________________ 3. ____________________________

Friday Dinner (class is responsible for menu selection):

1. ____________________________ 2. ____________________________ 3. ____________________________

Saturday Dinner (class is responsible for menu selection):

1. ____________________________ 2. ____________________________ 3. ____________________________

Class Meeting & Saturday afternoon program:

1. ____________________________ 2. ____________________________ 3. ____________________________