Wellesley College Alumnae Association

2017 Reunion Planning Guidebook

Welcome Classes of

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Master Time Line

Fall 2016

October  WCAA mails “Save the Date” postcard to all alumnae in Reunion cycle.  
WCAA and Reunion chair set up the fall committee meeting/conference call.

October  Invited Volunteers attend ALC

November 15  Reunion committee submits planning to Reunion chair:
  • Saturday class dinner chair and Sunday picnic chair forward caterer information, entrée descriptions and class meal prices to Reunion chair.
  • Insignia chair forwards insignia charges and description to Reunion chair.
  • Program chair forwards any program information to Reunion chair.

December 1  Reunion chair submits completed Class Event Form to WCAA, including all catering, insignia, and programming information.

Winter 2016/2017

January  Reunion chair proofs and approves class registration form and preliminary class schedule.

January 16  Last day to make changes to class registration form and preliminary class schedule.

Early February  Online Reunion registration opens.

Early February  WCAA provides Reunion committee chairs with link to registration reports. Reports are in “real” time to provide the committee the most current information.

March 3  Final copy of the class Reunion schedule is due to WCAA for use in final program.

Late March  WCAA mails Reunion reservation materials, including class registration form, preliminary class schedule and slate of officers to classes (excepting alumnae who previously registered online).
Spring 2017

**April**
- **OPTIONAL:** Reunion chair and residence hall chair tour residence hall with staff member.

**April 1**
- Parade Marshal forwards class cheer to WCAA for duplication.

**April 7**
- Early registration closes.

**April 21**
- Reunion chair submits completed Spring Class Event Form to WCAA.

**Late April**
- WCAA forwards an advance of funds to treasurer.

**May 12**
- Reunion registration closes.

**Late May**
- WCAA forwards the second advance of funds to treasurer.

**June 2-4**
- Reunion Weekend!
Reunion Weekend Time Line *(subject to change)*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday</strong></td>
<td></td>
</tr>
<tr>
<td>Morning:</td>
<td>9:00 a.m. Residence halls open for committee members</td>
</tr>
<tr>
<td></td>
<td>Student staff available</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m. On-Campus transportation available</td>
</tr>
<tr>
<td>Afternoon:</td>
<td>1:00 p.m. Registration opens, Reunion begins</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Faculty Lectures/Campus Tours (one hour)</td>
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<tr>
<td></td>
<td>3:30 p.m. Faculty Lectures/Campus Tours (one hour)</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m. Class Social Hours in residence halls</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. Friday Dinner (various locations)</td>
</tr>
<tr>
<td>Evening:</td>
<td>8:00 p.m. Stepsinging in Houghton Chapel</td>
</tr>
<tr>
<td></td>
<td>9:00 p.m. All-class Dance Party</td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td></td>
</tr>
<tr>
<td>Morning:</td>
<td>7:00 a.m. Breakfast in residence halls</td>
</tr>
<tr>
<td></td>
<td>9:00 a.m. Class Meetings in residence halls followed by optional</td>
</tr>
<tr>
<td></td>
<td>memorial remembrances</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m. WCAA Annual Meeting*</td>
</tr>
<tr>
<td>Afternoon:</td>
<td>12:00 p.m. Reunion Lunches in designated locations</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Open Houses/Campus Tours</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m. Open Houses/Campus Tours</td>
</tr>
<tr>
<td>Evening:</td>
<td>5:00 p.m. Class Social Hours in designated locations</td>
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<tr>
<td></td>
<td>6:00 p.m. Class Dinners in designated locations</td>
</tr>
<tr>
<td><strong>Sunday</strong></td>
<td></td>
</tr>
<tr>
<td>Morning:</td>
<td>7:00 a.m. Breakfast in residence halls</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. ORSL Breakfasts</td>
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<tr>
<td></td>
<td>9:15 a.m. Community Service at Houghton Chapel</td>
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<tr>
<td></td>
<td>10:15 a.m. Parade Set Up</td>
</tr>
<tr>
<td></td>
<td>10:45 a.m. Alumnae Parade!</td>
</tr>
<tr>
<td>Afternoon:</td>
<td>12:00 p.m. Class Lunches in designated locations</td>
</tr>
<tr>
<td></td>
<td>2:00 p.m. Reunion concludes</td>
</tr>
</tbody>
</table>

*Subject to change*
Locations

Assignment of Campus Locations

Each Reunion class is assigned to a residence hall that serves as its headquarters for the weekend. Common rooms in the residence hall are available for class use whether for meetings, discussion groups, displays, Junior Show re-enactments, insignia distribution, lectures, or social events.

With so many groups on campus, we strive to ensure each class is able to hold its events in the best possible space. Occasionally a location is unavailable due to tents, on-campus construction, size requirements, or other Reunion programming such as lectures, open houses, and tours.

Do not assume that space is open and available to you; always check with the WCAA staff to make a request for space outside of your designated residence hall. If possible, we will block off the location on the master grid to ensure that we don’t have two classes in the same location at the same time!
Reunion Committee Roles

Reunion Chair
The Reunion chair sets the vision and tone for the class portion of Reunion weekend and is the primary contact for the WCAA staff. She is responsible for recruiting committee chairs and members, setting the budget with the treasurer, chairing planning meetings, adhering to deadlines, and keeping the committee organized, connected, motivated, and ready for the fun that is Reunion!

Treasurer
The treasurer reviews and determines the budget with the Reunion chair the fall before Reunion. She maintains the bank account, reimburses classmates, and pays any Reunion vendor bills.

Residence Hall Chair
The residence hall chair is tasked with creating a warm and welcoming atmosphere at class headquarters. Along with a committee, she decorates the residence hall, which may include hanging the class banner and other decorations, placing plants or flowers outside the dorm and setting up the welcome table. She also staffs the welcome table with classmates for peak hours during Reunion weekend. She may need to discuss record book and insignia distribution in the residence halls with the respective chairs.

Program Chair
The program chair works with the Reunion chair to determine optional class-specific programming such as discussion groups, concerts, and outside entertainment.

Social Hour/Alcohol Chair
The social hour chair organizes the social hours on Friday and Saturday evenings. She determines what the event will entail, and coordinates with the alcohol vendor. She hires the bartender for both nights and works with the Saturday dinner chair to coordinate the alcohol order for that meal.

Saturday Dinner Chair
The Saturday dinner chair makes the arrangements for the Saturday class dinner. This may include choosing a theme, hiring a caterer, deciding on a menu, working with the social hour chair on the alcohol order, determining if there should be entertainment, and working with the WCAA on event specific details.
Sunday Picnic Chair  The Sunday picnic chair makes the arrangements for the Sunday class picnic. Selections for this meal are usually box lunches. The chair is responsible for hiring a caterer, deciding on a menu, and working with WCAA staff on any event specific details.

Insignia Chair  The insignia chair chooses an item in the class color that classmates can carry or wear in the Alumnae Parade, and selects a vendor.

Parade Marshal  The parade marshal submits a class cheer to the WCAA by April 1, for copying and distribution to classmates. She helps carry the banner and leads the class in the cheer during the Alumnae Parade.
Planning Your Reunion: The First Steps

Fall Committee Meeting

The fall prior to your Reunion is the most important phase of your planning. You will meet with your committee, and discuss the important decisions that need to be made in order to complete the class event form. The class event form is the basis of all your class’ Reunion registration materials. It needs to be submitted to the WCAA by the December 1 deadline so we will have time to process the information, set up the database, and create the necessary documents.

The Office of the WCAA assists in scheduling a fall meeting of your Reunion committee. Typically this meeting is held at ALC or in mid-fall.

If the committee wishes to tour any of its locations, please be in touch with a WCAA contact to arrange.

After the fall meeting, the Reunion chair will follow up with all committee chairs to ensure the planning process is moving forward. The Events team in the WCAA is available to answer any questions that may arise.

The Reunion chair should confer with the committee chairs again prior to the December deadline, (consider holding a conference call rather than meeting in person) to determine and finalize the following:

- Budget
- Prices to be charged for class events (class dinner and class picnic) and insignia charges
- Any class-specific programs
- Providing class-wide child care (if appropriate)
- Arranging for a class picture, if class desires
- Class specific Stepsinging program

Class Event Form*

On December 1, the Reunion chair submits the completed class event form to the WCAA. The WCAA then takes the information provided and drafts your class-specific registration form and schedule. The class event form is quite detailed in certain areas; please note this when making your plans.

*See appendix A for a sample copy of the Class Event Form
**Registration Materials**

Once your class event form is processed, the WCAA staff will produce a registration form. The registration form proofs will be sent to Reunion chairs via e-mail. Chairs will review the form, make any edits, and return the form to the WCAA, who will then contact Reunion chairs with any questions or if a change cannot be accommodated. Proofing of all registration materials must be completed by mid-January.

Reunion chairs should consider the following when working with their Reunion committee during the proofing process:

- If you have co-chairs, please ensure everyone has approved any changes prior to sending edits to your WCAA contact. Once we hear from one chair, it is our understanding that all Reunion chairs have conferred on the edits and agree.

- Once meal and insignia descriptions and prices are set and publicized on the registration form, **they cannot be changed**. The schedule, however, can be modified over the next two months as the class updates or deletes programming.
Planning Your Reunion: Treasurer

Establish a Budget

The first task the treasurer and Reunion chair must accomplish is determining a budget. Reunion should be self-sustaining for each class. Some classes opt to pay for some costs out of the class treasury in order to keep the price manageable for classmates or enable them to include a special program during the weekend. Each class establishes its own Reunion budget but the WCAA provides some general guidelines and useful information, which can be found below.

Step 1:

If available, take a look at past Reunion budgets for your class. Make a list of potential costs associated with the weekend, including:

- Decorations for the residence hall
- Food for social hours and welcome snacks
- Alcohol for events
- Saturday class dinner (food and catering extras)
• Sunday class picnic (food and catering extras)
• Insignia
• Financial aid for classmates
• Entertainment (if applicable)
• Dance floor for tent (if applicable)
• Audio equipment rental (if applicable)

**Step 2:**

Ask committee members who are working on the Saturday class dinner, Sunday class picnic, and insignia to consult with different vendors and get two to three estimates for the committee to consider. Estimates for any other potential or added expense should be considered at this time. (The statistics for the class’s last Reunion, as well as those for the past year’s Reunion, are helpful in establishing how many of your classmates may attend each meal, purchase insignia, etc.)

**Step 3:**

The committee determines how much to charge classmates for the Saturday class dinner, the Sunday class picnic, and the insignia. We recommend that you include a required “General Class Fee” of $15, in order to offset the cost of the weekend’s purchase of beverages, snacks, and decorations. No matter what your committee decides to charge for various items and events, please always weigh what the total cost will be and how that amount might affect a classmate’s decision to attend Reunion.

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**Important**

Once the budget has been determined, the treasurer and the Reunion Chair should ensure that the budget is considered and evaluated throughout the Reunion planning process.

**Paying Class Reunion Related Invoices:**

The treasurer should be aware that she may need to provide some seed money for Reunion
expenses. While the amount of this seed money varies depending on class choices for vendors as well as the timing of payments, the average amount is $1,500-$2,000.

Once the budget is established, vendors selected, and orders placed, the treasurer should be prepared to issue checks for payment.

The treasurer establishes and communicates a procedure for classmates submitting receipts for reimbursement or sending invoices for payment.

**Other Financial Considerations**

**Financial Aid for Classmates:**

Each class works independently to establish a financial aid program with the Assistant Director of Alumnae Engagement. The class determines the total amount of financial aid funds available, as well as the per-alumna fund amount. For example, a class may have $2,000 total set aside, and stipulate that each classmate can receive up to $200 in assistance.

All financial aid requests are handled by the Assistant Director of Alumnae Engagement and are kept strictly confidential.

After Reunion, the amount disbursed for financial aid will be factored into the final Reunion reconciliation mailed to the class in late summer.

**Tax-Exempt Status**

The tax-exempt number provided by the WCAA to the Reunion chair in the fall exempts the class from paying some Massachusetts state taxes.

**Reunion Mailings**

The WCAA pays for the March U.S. postal mailing which includes registration materials, the class-specific schedule, and the slate of officers. This mailing is sent to all Reunion alumnae who have not yet registered online. All expenses for additional Reunion mailings are billed to the class treasury.

**Receiving Funds from the WCAA**

In late April, the WCAA sends the treasurer an advance of funds, reflecting registration fees taken in on behalf of the class. Any vendors that require deposits prior to this time need to be paid out of the class treasury. Money can then be repaid to the treasury once the WCAA sends the check to settle registration money collected to date.

In late May, the WCAA sends a second check, reflecting the additional registration funds that have
been collected on behalf of the class.

Please be aware that it will take at least a couple of months post Reunion for the WCAA to finalize registration numbers, process refunds, confirm liquor bills, and determine the final numbers necessary to send the final reconciliation to the class treasurer. While the WCAA will complete these tasks as quickly as possible, the treasurer should be aware that her job will continue beyond Reunion until she receives the final reconciliation, pays the final bills, and closes the Reunion account.

Planning Your Reunion: Residence Hall Chair

Creating a Welcoming Environment

On Friday morning the residence halls are opened for the Reunion committee beginning at 9:00 a.m.

When you arrive you should look for the headquarters box. This large plastic lidded bin contains:

- Class banner and gavel
- Miscellaneous office supplies provided as a “start” to your decorating (listed at the end of this section as “what’s provided” and in the Appendix)
- Final reports for the Reunion, class dinner, class picnic, and insignia chairs
- List of Reunion attendees
- List of overnight registrants
- Paper clips
- Masking tape
- Pens
- Tacks
- Markers
• First-aid kit  
• Safety pins  
• Corkscrews  
• Trash bags

Plan on staffing the welcome table for most of Friday, as the majority of Reunion attendees arrive on this day. Also, expect to see many new arrivals on Saturday morning. Although fewer arrive during the afternoon, this number will increase about one hour before your class dinner.

If you wish, you can include items on your welcome table such as:
• giveaways  
• old class photos  
• copies of the Commencement program  
• yearbooks

**Insignia**

The residence hall chair and insignia chair should work together on the display, safe-keeping and distribution of the class insignia. Names should be checked against the insignia list to verify purchase and pick-up. (This list is in the headquarters box.)

Please be reminded that unattended insignia has a habit of disappearing! Please consider locking your insignia in the alcohol storage room when it is not being monitored.

**Record Books**

If your class’ record books are available in hard copy, and if they were not mailed out before Reunion, you should coordinate with the record book chair and discuss how she would like to distribute them to classmates during Reunion weekend.

**Student Staffing**

The WCAA provides a residence hostess to stay in each residence hall during the entire weekend and to work with each class. She will have the master rooming list for the residence hall, and also is available to answer questions, problem solve/trouble shoot, direct alumnae to events, find custodians, call for more student help for events during the weekend, etc.
Decorating the Residence Hall

When planning your decorations, consider making an appointment with Interim College Archivist, Mary Yearl (myearl@wellesley.edu, 781-283-2128), to view the class archives. Photographs, copies of *The Wellesley News*, etc., can be duplicated and used to decorate the residence hall.

The class banner should be hung at the residence hall. If the banner is hung outside the residence hall, please be sure to designate someone to retrieve it in case of rain as class banners are not waterproof! You should remind the class parade marshal to bring the banner to the Alumnae Parade on Sunday morning.

There are a few caveats to decorating. Please be respectful of the residence halls when thinking about the ways in which you will decorate. Only use masking tape or carpet tape. Please use stickum tack, but not tacks, push pins, or staples (exceptions, of course, are on the bulletin boards). Use zip-ties or twine, not tape, on wood surfaces. We’re happy to walk through different methods of decorating if you should have any questions about what you’d like to do.

Using the Residence Hall Spaces

Because every residence hall is different, we highly recommend touring the hall with a WCAA staff member. We can show you all of the public spaces, including the kitchens on each floor, laundry, and other areas in the building.

Each residence hall has an assigned locked storage room where the Reunion committee can keep supplies, insignia, record books and alcohol.

Two keys for the residence hall storage room are available at the front desk of the WCAA in Green Hall 246 on the Friday morning of Reunion. Any member of the Reunion committee can pick up these keys, but the preference is the social hour chair. The person picking up the keys should leave a deposit of $25, which is returned as soon as the keys are returned on Sunday. Keys should be
retained by committee members throughout the weekend, for safekeeping. This is the only room in the residence hall that locks; all others are open throughout the weekend. We advise all alumnae to leave valuables, including electronics, at home.

Please note, the dining hall kitchens (with the exception of the kitchen in Lake House) are not available as public spaces and should not be included in any of your Reunion plans.

Rooms and Rooming

The residence hall chair is NOT responsible for rooming assignments. The WCAA assigns rooms, taking into consideration all of the requests that have been made by classmates. Any rooming changes that occur during the weekend are the responsibility of the student residence hostess. The WCAA provides bedding, a blanket, and a set of bath towels with each room reservation.

The residence hostess is responsible for overseeing the rooming list during Reunion weekend. For security reasons, all late registrants and changes must be noted on the rooming list so the WCAA knows where people are staying and what rooms are available. Ask classmates who are at the welcome table to refer alumnae who wish to make changes to the student residence hostess. Please note that classmates who have not pre-registered should not receive a room number until they have completed registration and paid for their accommodations at Walk-In Registration on the second floor of the Lulu Chow Wang Campus Center.

The residence hall coordinator may want to arrange for non-resident women’s and men’s changing rooms.

Tables and Chairs

In April, the WCAA sends the Reunion chair a form, requesting the number of tables and chairs she will need for the weekend. Please review on the form the number of tables and chairs currently in the residence hall, and advise the WCAA if more are needed. (Tables and chairs for specific events, i.e., Saturday dinner and Sunday picnic, will be provided by the WCAA, based on the number of registrations for those events.) Tables and chairs are delivered folded; students and residence hall custodians will set them up as needed.

Planning Your Reunion: Programming

Please know that extra programming at Reunion is OPTIONAL. Campus is routinely abuzz with activity and WCAA-sponsored events, including:
• faculty lectures
• tours
• open houses
• plays
• various panel discussions
• other activities that are offered by our campus partners

Extra class-specific programming will most likely limit the flexibility of alumnae who wish to attend other campus events. Post-Reunion research has shown that classmates truly want time to be together, and overscheduling impedes casual socializing.

If the class plans program(s), there are several considerations:

• What is the cost to produce this event?
• How much effort will be expended by participants?
• How many classmates can it accommodate?
• Can it take place at the residence hall, or must space be requested?
• What time should it take place? In the morning or afternoon?
• Are facilitators/faculty/presenters needed?
• Is special equipment required, such as microphones or a piano?
  (In April, the WCAA will send the Reunion chair a form, asking if she will need any audio equipment during the weekend. Before April, you should inform the chair of any equipment you anticipate will be needed for your programming.)
• Are class presenters proficient in running laptops, powerpoints, etc. for their presentations?

By answering these questions the chair is able to create a cohesive plan for the program, including what materials are needed, how much it costs, and the flow of the event. She should consult regularly with the Reunion chair to ensure that the program is in keeping with the rest of the Reunion planning. All programming requests will be reviewed by the WCAA staff to determine feasibility and how they impact the overall Reunion schedule.

**Planning Your Reunion: Children**

The WCAA plans several children’s activities, primarily on Saturday, that are open to Reunion attendees' younger guests.

These include a Children’s Field Day (registration required) on Saturday afternoon from 12:30-4:00 p.m., and a Children’s Evening Extravaganza (registration required) from 5:30-11:00 p.m. Both programs are run by World Sports Camp Inc.
The Association also offers the following programming for children:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Open Arts/Crafts Room (unstaffed)</td>
<td>Friday and Saturday</td>
<td>2 years and older, must be accompanied by an adult</td>
</tr>
<tr>
<td>Greenhouse Children’s Time</td>
<td>Saturday</td>
<td>All ages, must be accompanied by adult</td>
</tr>
<tr>
<td>Story Hour</td>
<td>Saturday</td>
<td>All ages, must be accompanied by adult</td>
</tr>
</tbody>
</table>

Individual classes can plan additional child activities or child-care programs, if they determine there is a need. For information on additional child-care options for the class, please contact the WCAA.

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**Planning Your Reunion: Social Hours**

Social hours are generally held in the residence halls beginning at 5:00 p.m. on Friday. On Saturday, they typically take place after 5:00 p.m. and are traditionally at the dinner location. Each class plans its own social hours, except the 50th on Friday night.

Assistant for social hour are good jobs for classmates who cannot be on the Reunion committee but who would like to help out for a few hours during the weekend. Student workers are assigned to assist at social hours, but **cannot** open, pour or serve alcohol, or act as wait staff.

It is **REQUIRED** that the class hire a professional bartender for each social hour, whose duty it is to serve and monitor liquor consumption. Contact the WCAA for assistance in hiring a bartender.
Please review the College’s Alcohol policy below as it relates to Reunion:

**Wellesley College Alcohol Policy:**

The strict enforcement of alcohol laws and the expanded liability for alcohol and related accidents necessitates that Reunion classes adhere to the following procedures regarding alcohol consumption while on campus.

1. Each class will contact the alcohol supplier (Gordon’s Fine Wine), who will open the class’s account in the name of “Wellesley College Class of 19XX/20XX.” All alcohol bills must be sent to the WCAA for payment; the WCAA then charges the class for the purchases. Ask the supplier to include the class’s name on the bills they forward to the WCAA, and to send a copy of the bill to the class.

2. The class cannot charge for alcohol consumed on campus. There cannot be a social hour charge on the reservation form, nor can contributions be solicited at the bar. Alumnae who bring their own alcohol cannot put it out for general consumption. It is REQUIRED that the class hire a professional bartender whose duty it is to serve and monitor liquor consumption. In the absence of a professional bartender, alcohol consumption becomes the responsibility of the Reunion committee and they are liable for any incidents resulting from alcohol consumption. The exception to this is the College Club. The College Club has a liquor license and can set up cash bars.

**Liability:**

Because alcohol bills are paid directly by the WCAA, the class is automatically covered by Wellesley’s liability insurance.

**Prior to Reunion**

**Liquor Account Set-up:**

The class should use Gordon’s Fine Wine as their alcohol supplier for all class events and meals. Gordon’s is the WCAA preferred vendor for the ease of delivery, pick up, and billing. Gordon’s will set up the class’s account in the name of “Wellesley College Class of 19XX/20XX” and have all financial transactions initially go through the Wellesley College Alumnae Association. Be sure to discuss not only price, but also delivery, credit return, etc. Contact information is:

Gordon’s Fine Wine
PO Box 310
Waltham, MA 02454
Phone: 781-893-6700
In recent years, classes have moved towards serving wine/beer/specialty drink as a means for controlling alcohol costs and liability.

Remember to purchase soft drinks/nonalcoholic beverages in addition to alcohol, even if you don’t need them for mixers. The alcohol supplier will be able to provide and deliver nonalcoholic beverages.

During Reunion

Alcohol Delivery and Storage:
Alcohol will be delivered on the Thursday before Reunion. A WCAA staff member will receive the alcohol delivery and it will be locked in a designated storage room in the residence hall.

Two keys for the residence hall storage room are available at the WCAA front desk in Green Hall 246 on the Friday morning of Reunion. Any member of the Reunion committee can pick up these keys, but the preference is the social hour chair. The person picking up the keys must leave a deposit check for $25, which is returned as soon as the keys are returned on Sunday. During the weekend, keys should be retained by committee members for safekeeping.

Student Staffing:
Students are assigned to help with social hours. Social hours require a lot of physical labor, including setting up the bars, bringing out alcohol, and putting bottles away. Please note that student workers cannot open, pour, or serve alcohol. Student workers report to the residence hostess at the start of their job assignment and look for either written instructions or they look for direction from the event chair. Please have detailed instructions prepared ahead of time for the student workers so you can relax during the event.

Ice:
Two 30-pound bags of ice and a large cooler are delivered to your social hour locations before they are scheduled to begin. If you anticipate running out of ice during the weekend, please notify a student worker and she will call Reunion Headquarters to arrange for another ice delivery.

Additional items for Social Hours:
You may need to supply additional items to ensure the smooth flow of the social hours:

Tablecloths
Plates
Serving bowls, platters, and utensils
Toothpicks
Can openers
Additional coolers
Clear cocktail cups
Napkins
Knife/cutting board
Cork screw/bottle opener
Shaker with strainer
Stirrers and straws
Munchies! (Keep it simple.)

After Reunion

Alcohol Leftovers:
Before leaving on Sunday, social chairs count returnable leftovers (typically unopened, unchilled bottles) and make a list of how much is to be returned to Gordon’s. Please deliver a copy of your return list to the WCAA office when you drop off the alcohol room key. This will become our checklist for an accurate count of the remainders when Gordon’s collects them on the Monday following Reunion. (The WCAA office coordinates this pick-up with Gordon’s.) Keep a copy (or a photo!) of the notes for your records.

Please make sure the door to the storage room is locked when you leave and remember to return the key promptly to Green Hall ---and pick up the deposit you left on Friday!

Settling the Bill:

After Reunion, Gordon’s sends copies of the bill to you and the WCAA office. The bill should reflect your notes on what has been returned. We compare the invoice against the notes you have provided and pay the alcohol bill with class Reunion funds collected at registration. The Reunion treasurer should not pay this bill invoice as it could result in a double payment. The WCAA settles the alcohol charges with the class in the final reconciliation sent over the summer.

Planning Your Reunion: Saturday Class Dinner

The Saturday class dinner is one of the most exciting, and potentially most expensive, event of the weekend. Whether you are a Reunion planning maven or a first time dinner chair, the information
below should be extremely helpful when planning the event. (See Appendix B for a list of preferred caterers.)

As you begin to think about the Saturday class dinner, several questions should be considered. Usually these revolve around theme, type of meal, and costs:

- Is this a themed meal? Is it the class Reunion theme or simply for the dinner? Are there types of foods that automatically “tie-in” with this theme?
- Is this an informal buffet brought in by a caterer or is it a plated dinner?
- How much is a reasonable cost for dinner? Think about both the Reunion cycle and where classmates may be in their life cycle when setting the price.
- Are children welcome at the dinner? Is there a separate or lower cost for them?

**Buffet or station dinners:**

Please consider the following if you plan a station or buffet-style dinner:

- Is the caterer planning to stay throughout the meal, or will they simply deliver the food?
- If the food is being delivered, does the caterer need any equipment returned? If so, who will pick it up? When? Where?
- If there are stations, does the caterer provide all the utensils and assume responsibility for overseeing each station?

**Plated, sit-down dinners:**

- Will salad be served before the entree?
- Will it be pre-plated and on the table when the guests arrive, or served once the guests are seated?
- Who should the caterer look for to get cues when to serve dinner and dessert?
- Will there be a program during or after dinner?
- Will serving/clean up interfere with the program/speaker?

**Trash Removal:**

All caterers need to take all of their trash with them at the end of the event they are hired to cater. Keep these questions in mind as you look for a caterer. Each decision will help you to narrow in on an appropriate caterer.

**Campus Kitchens:**

Please note that outside caterers cannot use residence hall kitchens.

It is important to consider carefully all aspects of the meal, and where additional costs may add up. Extras can total more than 30% of the catering bill.
Pricing & Fee Considerations:

- Are wait-staff wages included in the price?
- Are linens included in the cost of the meal or is the committee responsible for them?
- Are utensils, plates, cups, glassware, and coffee service provided and included in the price?
- If other staff attend the meal (photographer, band members, wait staff, etc.) and receive a dinner, will the class be charged for these?
- Is there a fee if the meal count must be changed? How close to the event can information change without the class incurring a fee?
- Which party is responsible for cleanup? Is there a disposal fee? Be sure to remind the caterers that they are responsible for trash removal.
- What is the service charge? Does it include gratuity?
- Class meals are tax-exempt. Be sure you get the proper tax exemption number from the Reunion chair.

Decorations:

- Is the caterer planning to handle any decorations or will the class take care of them? Is there a charge for these services?

Special Situations:

- Are there open flames with candles, propane cookery, or ovens? Please speak with your WCAA staff member about fire-marshal regulations.
- Classmates with food allergies/restrictions should contact the WCAA directly about menu concerns. We will then relay dietary restrictions to the caterer of each meal they will be attending. Classes should always offer a vegetarian/vegan option for all meals.

Contacts:

- Which member of the catering staff is in charge on the day of the event and how can he/she be reached? Please relay this information to your WCAA contact.

- The catering contact and Saturday dinner chair should exchange cell-phone numbers in case problems arise.

Billing:

- How much is the deposit for the catered event? When is it due?
- When is the remaining balance due?

Tasting:

Before you sign that contract, consider having a tasting! This is your opportunity to truly make sure that the caterer will meet expectations in terms of quality and presentation. And, you may have a few
options that you’re trying to decide between, and a tasting is the best way to make that decision.

**Wrapping up the details:**

Congratulations! You’ve decided the type of meal, selected a caterer, negotiated the menu and per-person fee, factored in the additional expenses, done a tasting, and now have a contract. Please forward the price you are charging classmates, and all caterer contact information to the Reunion chair in November prior to Reunion. She will include this material on the class event form due to the WCAA by December 1.

Once the information has been submitted to the WCAA, the staff becomes heavily involved with the caterer to take care of the logistical aspects of their working on campus. Please know that we handle all of this directly with the caterer, and that you should not expect to be involved with these arrangements:

- We obtain information about how many staff members will be on site, how they are cooking, as well as what type of electrical service and outlets, prep space and serving set up space they will need. Each site is prepared specifically based on what the caterer has requested.

- We request a certificate of liability. No vendor may do business on campus without a certificate of liability on file with the WCAA and with College’s Accounts Payable department.

- We provide vendors with information on where to park, when they can access the event site, best methods for set up and how to best reach a staff member for logistical emergencies. We also set up a time for a site visit in the weeks prior to Reunion, and invite a member of the Reunion committee to join us.

If your caterer has any questions about logistics, please have them call the Director of Alumnae Engagement at 781-283-2333.

The caterer is set, and now it’s time to think about the rest of the Saturday dinner. It is best to work with the social hour chair to place one large liquor/beverage order with Gordon’s Fine Wine to cover all of the weekend events. Coordinating with her for your order represents a savings for the class if you have the same wine/beer/other for all events.

The WCAA provides students and transportation to help move alcohol and decorations from the residence hall to the meal location, and back again at the end of the evening, no later than 11:00pm.

**Programming for Saturday Dinner**

- Will there be a program, a band or a DJ? Keep in mind amplified sound must end at 11:00
p.m.

If you have an outside vendor as any part of your Saturday dinner program, please inform the WCAA so we can provide them with the appropriate logistical support. Again, the vendor’s contact information should be included on the December class event form.

**Reports and Last Minute Reservations**

In early February, the WCAA provides access to “real” time online reports, including meal counts.

Please be sure to communicate with your contact in the WCAA about how many extra meals the class has ordered so we can sell them at Walk-In Registration over the course of the weekend.

During Reunion weekend, you can determine whether an alumna has paid for a meal by referring to the information on the back of her nametag. The WCAA also gives each class a list of who has paid for meals and meal choices during the weekend that can be used to check people off as they enter the event. This list is included in your headquarters box. The committee should decide how it prefers to greet classmates at the meal and a procedure for determining who has registered.
Planning Your Reunion: Sunday Class Picnic

Historically, the most popular option for the picnic is a box lunch that can be picked up by your classmates at your picnic location.

Before you sign that contract with a Sunday picnic caterer, consider having a tasting! This is an opportunity to truly make sure that the caterer will meet expectations in terms of quality and presentation. Also, you may have a few options that you’re trying to decide between, and a tasting is the best way to make that decision. (See Appendix B for list of preferred caterers.)

Once you’ve selected a caterer, negotiated the menu and per/person fee, factored in the additional expenses, and have done a tasting, you should sign a contract. Please forward the price you are charging classmates, and all caterer contact and contract information to your Reunion chair in November. She will include this material on the class event form due to the Alumnae Association by December 1.

Once the information has been submitted to the WCAA, we become heavily involved with the caterer to take care of the logistics aspect of their coming to campus. Please know that we handle all of this directly with the caterer, and that you should not expect to be involved with these arrangements.

Reports and Last Minute Reservations – Sunday Class Picnic

In early February, the WCAA provides access to “real” time online reports, including meal counts.

Please make sure that you communicate with the WCAA about how many extra Sunday picnic meals the class has ordered, so we can sell them at Walk-In Registration over the course of the weekend.

During Reunion weekend, you can determine whether an alumna has paid for a meal by referring to the information on the back of her nametag. The WCAA also gives each class a list of who has paid for meals and meal choices during the weekend that can be used to check people off as they enter the event. This list is included in your headquarters box. The committee should decide how it prefers to greet classmates at the meal and a procedure for determining who has registered.
Planning Your Reunion: Insignia

Class insignia is worn or carried during Alumnae Parade on the Sunday of Reunion. As you plan for your insignia, there are a few things to keep in mind:

Cost:
While the cost of insignia varies greatly, the average charge to classmates for the Reunion insignia is $15. The fee you charge classmates should include the cost of the insignia plus shipping and handling. The price should be set in consultation with the Reunion committee or Reunion chair and fit within the budget.

Suggested Items:
The insignia should be something that will show up well in the Alumnae Parade and is “one size fits all.” Items used in the past have included:

- Hats/visors
- Sunglasses
- Umbrellas
- Boas
- Scarves
- Aprons
- Totebags/backpacks
- Beads
- Sashes
- Noise-makers
- Pom Poms
- Shawls
- Gloves
- Buttons
- Parasols
- Fans

Once you have an idea for your insignia, you should contact a vendor who can help the insignia chair purchase the items. The WCAA can provide you with vendor options for insignia. (See Appendix C)

Marketing the Insignia to Classmates:
In November, the insignia chair forwards a description of the class insignia with a price to the Reunion chair for inclusion in the class event form, which is due on December 1.
Storage and Delivery of Insignia for Reunion:

Each class has the option of having its insignia shipped directly to campus. If you choose to have your insignia shipped to the WCAA, it will be delivered to your class’s residence hall the Friday of Reunion. We ask that you notify us in advance of the number of boxes to be delivered and the shipper/company name. Please ask the vendor shipping the insignia to put your class year on all the shipping labels in the following format:

Wellesley College Distribution Center
Class of 19XX/20XX Reunion
Attn: HOLD FOR REUNION
300 Central Street
Wellesley, MA 02481
Box ___ of ___

All insignia must be ordered to arrive at the Distribution Center by May 19.

Distribution of Insignia:

Insignia is usually distributed to classmates in the residence hall. The WCAA provides a list of classmates who have ordered and paid for insignia in the headquarters box. We encourage classes to buy extra insignia because there is often an increased demand for these items during the weekend. Please note that insignia is not sold at Walk-In Registration. If extra insignia are ordered, classes should be prepared to accept cash/check at class headquarters.
Planning Your Reunion: Parade Marshal

You are the class cheerleader, literally! You have two tasks—to forward the class cheer to the Office of the WCAA and to lead your class in that cheer during the parade.

First, the cheer. If your class has a long-standing cheer, simply forward it to us by **April 1**. We will photocopy the cheer and put it in your classmates’ welcome packets, and have copies available at your class headquarters.

If the class does not have a cheer, you need to create one. It should follow the standard cheer format (examples are available upon request) and should promote class unity. It is not necessary to have more than one cheer. Once you have written the cheer, forward it to us by **April 1**.

At the Alumnae Parade on Sunday morning, you are responsible for

- bringing the class banner to the parade line up
- leading your class in the cheer for other classes along the parade route, and at Alumnae Hall for the College president
- delivering your class banner to a WCAA staffer at the end of the parade to safeguard for the next 5 years
Planning Your Reunion: Working with Students

The WCAA recruits, hires, and trains approximately 100 students prior to Reunion weekend. Students can be seen all around campus: setting up events, assisting at Walk-In Registration, directing alums to faculty lectures, assisting with children’s events, etc.

There is at least one student assigned to each class residence hall for the entire weekend. This student is your **residence hostess**.

A **residence hostess** is a student who has completed an application and an interview process with the WCAA. She is very familiar with your schedule of events, and assists you with any questions you may have. She handles any rooming changes, manages other student workers, and serves as your liaison to the WCAA staff. The residence hostess is well-trained and should be your point person for any issues that arise throughout the weekend.

When working with the residence hostess, it may be useful to have a list of areas where she can be of help. Remember, she can get additional student staffing if needed, but she should not be pulled from the common areas, as that is where she is the most helpful and effective for the class.

Students are also assigned to assist you with various tasks throughout the weekend. Students come to your residence hall to set up social hours, set up for class meetings, deliver ice, assist with luggage, and help you decorate. We review your class program for the weekend and schedule the students appropriately.

Although students are provided to help you throughout the weekend, there are several things that students are not permitted to do. While they can help you set up your bar area, they **cannot**:

- Open, pour, or serve alcohol
- Carry trays of food or act as waitresses
- Act as “bouncers” at class meals, i.e. check to see if an alumna has paid
- Look after children or act as babysitters

Please remember that all students are just that - students. They are not professional staff, but young women who want to make a connection with you. We are very fortunate every year that so many students stay well after the end of exams to help us with Reunion weekend.
Planning Your Reunion: Communications

There are many different ways to communicate with your classmates throughout the Reunion planning process. You should consider print, email, and your class website equally as you plan to keep your classmates up-to-date and engaged. Some classes also find social media helpful.

Communications are essential to improve class unity and to let your classmates know you are thinking about them leading into this exciting time. The goals of producing Reunion communications are very simple: to provide your classmates with important information, to make them feel connected, and to have fun.

The WCAA can assist you with both electronic and print communications. We recommend that you utilize all formats in order to maximize the exposure of your pieces, while minimizing production costs and time.

Email Communication

Each year the WCAA conducts a marketing campaign surrounding Reunion, beginning at the opening of Reunion registration (usually in early February). We will send promotional materials to all alumnae who are in the Reunion classes every few weeks until the final registration deadline. In addition to these emails from the WCAA, your class may wish to send emails to promote class events and raise enthusiasm before Reunion. Specific dates for WCAA emails will be made available to you, so you can plan your class emails to avoid overlap.

If your class has not yet made any formal announcement to your classmates about your intent to use email as a significant means of communication, you should connect first with the class president and discuss the sending of a letter of intent before you dive head-first into email. This letter should let your classmates know that you plan to send subsequent Reunion information by email via My Wellesley Community. In the letter, don’t forget to encourage all classmates to update their email addresses with the College, to ensure they will receive all Reunion-related communications. Please feel free to contact us if you would like to discuss the benefits of email communications.

Email Guidelines

The new My Wellesley Community (alum.wellesley.edu) makes it easy for alumnae of all technical abilities to send emails, and we encourage each class to designate a web administrator to manage the emails you will be sending during the months leading up to Reunion. There is a training manual available for My Wellesley Community, and the WCAA also offers one-on-one training, either in person if you’re local, or via a webinar. The Alumnae Engagement Team can also help facilitate Reunion-related emails to alumnae on behalf of your class. If you need help setting up and sending your email in My Wellesley Community, we encourage you to request your emails 1-2 weeks in...
advance. If you don’t have a website administrator, you can request an email from your Reunion contact, either Janet McKeeney (jmckeene@wellesley.edu) or Cindy Tashjian (ctashjia@wellesley.edu). Please note that all email requests sent to the WCAA within three weeks of Alumnae Leadership Council or Reunion may be delayed until staff is available.

Email is a very powerful and cost-effective way of communicating with your class. However, email should not be over-used; when considering your communications strategy, it is important to remember to include any classmates who may not be connected with the College by email, and also ensure that classmates do not receive so many emails that they choose to opt out or ignore your messages. Also keep in mind that you may not be the only person in your class scheduling an email communication (for example, Record Book chairs and Reunion chairs may need to send a communication around the same time), so be sure to keep all your class officers in the loop. Your communications should be reasonably spaced, or two communications can be combined in one email.

**Master Email Calendar:**

The WCAA works in partnership with offices throughout the College to ensure alumnae receive a reasonable amount of email from the College. To this end, we maintain a calendar of all emails being sent each month, and we ask classes (when possible) to limit their email frequency to one per month. We have designated the 5th and 20th of each month as class email days (so no other emails are sent to alumnae on those days), and we encourage you to schedule your communications on those two days.

**Websites**

The WCAA manages Reunion online registration, the Reunion program/schedule, and your class schedule, slate, and registration form. Your own class website is also a valuable resource for your classmates during the Reunion season. Classmates look to it as a source of information and as a place to reconnect before coming back to campus. Ideally it provides classmates with both the information you have already sent through other means (acting as an archive) and with new, interesting, and engaging content. It can also be effective to offer nostalgic and reflective information online during the Reunion cycle.

Often it is helpful to have a classmate dedicated to maintaining the content of the class website during this time. They need not be an expert in web technology but they should be comfortable with communications, and have an understanding of basic computing skills. Your class website is a part of My Wellesley Community, and the URL for your class is [class year].alum.wellesley.edu. There is a training manual available for My Wellesley Community, and the Alumnae Office also offers one-on-one training, either in person if you’re local or via a webinar. Please reach out to your Reunion contact if you would like to schedule training.
Planning Your Reunion: Other Useful Information

Covered in this section:

Registration
Financial Aid
Reunion Reports
Accommodations
Logistics
Transportation
Lost and Found

Registration

Online registration will open in early February, and registration materials are sent to all alumnae in the Reunion classes by email. In mid-March, the WCAA mails out the preliminary class schedule, class reservation form, the slate of officers, and any other class-specific material to alumnae who have not already registered for Reunion.

Financial Aid for Classmates

Each class works with the Assistant Director of Alumnae Engagement to establish the financial aid guidelines. The class determines the total amount of funds available, as well as the per-alumna fund amount. For example, a class may have $3,000 total set aside, and stipulate that each classmate can receive up to $250 in assistance.

All financial aid requests made by an alumna are handled by WCAA staff and are kept strictly confidential. The class will receive the total financial aid amount dispersed and number of classmates assisted when the Reunion reconciliation is mailed in late summer.

Reunion Reports

In early February, the WCAA provides access to “real” time online Reunion reports. These reports are accessible to each Reunion Committee Chair, by using her online community user name and password. These reports will include:

Reunion attendance count
Meal counts, including meal options
Insignia count
Overnight counts
Amount of Class Spirit donations
If there is any information not included in this list that your committee might need prior to Reunion, please let the WCAA know as soon as possible. This allows enough time to (hopefully) create additional reports to make sure that your job is as easy as possible.

An updated set of Reunion reports and other class materials is included in the headquarters box delivered to your residence hall the Friday morning of Reunion.

**Accommodations**

**Hotels:**
A block of rooms at the Babson Conference Center and Verve Crowne Plaza Hotel in Natick will be reserved for Wellesley alumnae at a reduced rate. Based on reservations, limited transportation will be provided.

There are several other area hotels that alumnae may choose if they do not wish to stay on campus. We will provide a list of these hotels on our web site. All hotel reservations should be made by the alumna. There is NO transportation either to or from these hotels and the College.

**Residence Hall Rooming:**
The WCAA assigns rooms for alumnae and their guests staying on campus for Reunion. All rooming requests are considered, but the WCAA makes no guarantees that requests will be honored.

Reunion chairs receive complimentary rooming in the residence halls during Reunion weekend. Family members and guests of the Reunion chairs residing on campus, however, are required to pay the appropriate fees.
Logistics

Residence Halls:
Materials and headquarters boxes are delivered on Friday morning. Any class materials shipped to the WCAA are stored in the Distribution Center until Reunion weekend.

Tables and Chairs:
Tables (6-foot rectangles and 60-inch rounds) and chairs are supplied at no cost to the class. Tables and chairs for residence-hall use are delivered to each dorm. Tables and chairs for specific events, e.g., Sunday picnic, may not be delivered until the day of the event. Chairs and tables are delivered folded; custodial staff in the residence hall and students set them up.

Tents and Caterers:
The WCAA handles all tent and caterer logistics. For the tents this includes working with the vendor, securing permits, ensuring correct size, siting in an appropriate location, ordering the caterer’s tent, working with the electrical vendor for lighting and the correct voltage/amp outlets. We order tables and chairs based on your meal counts and the caterer’s requests for serving and prep work. We have them delivered directly to the tents, and have the tents set according to the caterer’s diagram.

We contact the caterer in February to work through all logistics. This includes site maps and walkthroughs, site access for vehicles, prep set, serving set, tent set, the needed voltage/amp outlets, running water, permits, additional parking, the time of arrival, and certificate of liability. Please be aware that you, as a committee, should not be working with the caterer on ANY of these issues.

Transportation

On Campus:
During the weekend, numerous transportation vehicles circle campus and shuttle alumnae to various locations. These vans make frequent runs between parking lots, residence halls, and academic buildings. In addition to these vans, golf carts may be available to pick up anyone who needs to get to a destination on campus and prefers not to walk. Preference is given to older alumnae, but all alumnae should feel free to ask for a ride at any point during Reunion weekend.
Lost and Found

Any lost and found items or inquiries about lost items should be sent to the WCAA. Items are often found throughout the weekend and we have a fairly high success rate of returning a lost item to its owner.

On the Sunday afternoon of Reunion weekend the WCAA staff and students walk through every room in every residence hall looking for lost and found items. These items are tagged with the room and hall where they are found. We log the found items into a database and keep them for 2 months before donating them to charity.
Appendix A: Class Event Form — Reunion 2017

This form must be returned to the Alumnae Association by December 1, 2016.

Friday, June 2

**Afternoon (optional):**
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type: 
Preferred Location: 
Preferred Time: 

Will there be a vendor? Y / N
Contact Name: 
Business Name: 
Address: 
Telephone: 

**Social Hour:**
Location: 
Time: 
Are you using a caterer? Y / N
Contact Name: 
Business Name: 
Address: 
Telephone: 

Alcohol vendor: Gordon's
Contact Name: Leslie Lamb
Address: 894 Main Street
Waltham, MA 02451
781-893-6700 x1

Are you using any other/entertainment vendors? Y/N
Contact Name: 
Business Name: 
Address: 
Telephone: 

**After-Dinner Program (optional):**
Program Name/Type: 
Preferred Location: 
Preferred Time: 

Are you using any vendors, including entertainment vendors? Y / N
Contact Name: 
Business Name: 
Address: 
Telephone: 


Class Event Form — Reunion 2017
This form must be returned to the Alumnae Association by December 1, 2016.

Saturday, June 3

Morning:
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?
Program Name/Type: Class Meeting
Preferred Location: Class Headquarters
Preferred Time: 9:00 a.m.
Will there be a vendor? Y / N
Contact Name:
Business Name:
Address:
Telephone:

During the day (optional):
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?
Program Name/Type: 
Preferred Location: 
Preferred Time: 
Will there be a vendor? Y / N
Contact Name:
Business Name:
Address:
Telephone:

During the day (optional):
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?
Program Name/Type: 
Preferred Location: 
Preferred Time: 
Will there be a vendor? Y / N
Contact Name:
Business Name:
Address:
Telephone:

During the day (optional):
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?
Program Name/Type: 
Preferred Location: 
Preferred Time: 
Will there be a vendor? Y / N
Contact Name:
Business Name:
Address:
Class Event Form — Reunion 2017

This form must be returned to the Alumnae Association by December 1, 2016.

Saturday, June 3 (cont’d)

**During the day (optional):**
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

- Program Name/Type: 
- Preferred Location: 
- Preferred Time: 

- Will there be a vendor? Y / N
- Contact Name: 
- Business Name: 
- Address: 
- Telephone:

**During the day (optional):**
Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

- Program Name/Type: 
- Preferred Location: 
- Preferred Time: 

- Will there be a vendor? Y / N
- Contact Name: 
- Business Name: 
- Address: 
- Telephone:

**Social Hour:**
Location: 
Time: 
Are you using a caterer? Y / N

- Contact Name: 
- Business Name: 
- Address: 
- Telephone:

Alcohol vendor: Gordon's
- Contact Name: Leslie Lamb
- Address: 894 Main Street
  Waltham, MA 02451
  781-893-6700 x1

Are you using any other/entertainment vendors? Y / N

- Contact Name: 
- Business Name: 
- Address: 
- Telephone:
Class Event Form — Reunion 2017

This form must be returned to the Alumnae Association by December 1, 2016.

Saturday, June 3 (cont’d)

Class Dinner:

Location: Are you using a caterer? Y / N
Time: Contact Name:
How much are you charging for the Class Dinner?
Adults: $ ____________ Business Name:
Children: $ ____________ Address:

Please write a short description for each of the three choices you will be offering. This description will be included on the registration form.

Option 1:

Option 2:

Vegetarian Option:

Are you planning to order additional meals for late registering alumnae? Y / N
Are children invited? Y / N
Is there a cut-off age? Y / N
Are you using an alcohol vendor? Y / N
Alcohol vendor: Gordon’s Contact Name:

Contact Name: Leslie Lamb Business Name:
Address: 894 Main Street Telephone:
Waltham, MA 02451 Address:
781-893-6700 x1

After-Dinner Program (optional):

Program Name/Type: Are you using any vendors, including entertainment vendors? Y/N
Preferred Location: Preferred Location:
Preferred Time: Contact Name:
Class Event Form — Reunion 2017
This form must be returned to the Alumnae Association by December 1, 2016.

Sunday, June 4

Class Picnic:
Location:
Time: 1:00pm

Are you using a caterer? Y / N
Contact Name:
Business Name:
Address:
Telephone:

How much are you charging for the Class Picnic?

Adults: $ ____________

Children: $ ____________

Are you using an alcohol vendor? Y / N
Alcohol vendor: Gordon’s
Contact Name: Leslie Lamb
Address: 894 Main Street
Waltham, MA 02451
781-893-6700 x1

Are you using any other/entertainment vendors? Y/N
Contact Name:
Business Name:

Please write a short description for each of the three choices you will be offering. This description will be included on the registration form.

Option 1:

Option 2:

Vegetarian Option:

There is space on the registration form to include promotional language for this event. Please write a short description.

Are you planning to order additional meals for late registering alumnae? Y / N
Are children invited? Y / N
Is there a cut-off age? Y / N

Are you using any other/entertainment vendors? Y/N
Contact Name:
Business Name:
Class Event Form — Reunion 2017
This form must be returned to the Alumnae Association by December 1, 2016.

General Information

Insignia:
What is your insignia? Please write a short description of the insignia item. This description will be included on the registration form.

Are you ordering extras to sell during reunion weekend? Y / N
Are you bringing the insignia with you or shipping it directly to the Alumnae Association?

How much are you charging for the Class Insignia?
Per piece: $ ____________

Class Spirit Fund (optional):
The Class Spirit Fund solicits donations and provides anonymous aid to classmates coming to reunion. Typical language included on the registration form: “We are offering financial aid to classmates who might not otherwise be able to attend Reunion. Please consider making a voluntary tax-deductible contribution to this fund, which may also be used towards Reunion expenses that are not fully covered by registration fees.”

Would you like to include the Class Spirit Fund on your registration form? Y / N

Financial Aid (optional):
Your class decides how much aid it can provide; the Office of the Alumnae Association will manage requests and monitor the amount disbursed, alerting the reunion chair/class treasurer when necessary. Typical language included on the registration form: “If you need financial assistance to attend Reunion, call the Alumnae Association at 781-283-2343. All requests will be kept confidential.”

Would you like to include Financial Aid on your registration Form? Y/N

If yes:
Amount to be set aside from the class treasury for this purpose:
Maximum amount granted per applicant:

Additional Information:
Is there any additional information you would like the Office of the Alumnae Association to know?
Appendix B:
Preferred Caterers*

Saturday Dinner:

Off the Vine
Holly James
Norwood, MA 02062
Phone: 781-769-8970
[offthevinecatering.com]

Jules Catering
Kim Gericke
Somerville, MA 02143
Phone: 617-628-5977
Cell: 617-290-6791
[julescatering.com/]

Bakers’ Best
Needham, MA
Phone: 617-332-4588
[bakersbestcatering.com]

Gourmet Caterers. Inc.
Jim Little
Roslindale, MA 02131
Phone: 857-728-2081
gourmetcaterers.com

Peppers Fine Catering
Northborough, MA 01532
508-393-6844
pepperscatering.com

Barbecue:

Blue Ribbon Barbecue
West Newton, MA
Phone: 617-244-7427
[blueribbonbbq.com]

Redbones BBQ
Somerville, MA
Phone: 617-628-9045
[redbones.com]

Clambakes:

Woodman’s of Essex
Essex, MA 01929
Phone: 978-768-2559
[woodmans.com]

Ipswich Clambake Co.
Ipswich, MA
Phone: 978-356-2050
[ipswichclambake.com]

Sunday Picnic:
(also including Off the Vine, Jules, Bakers’ Best, Gourmet, and Peppers)

The Linden Store
Wellesley, MA 02482
Phone: 781-235-9837 or 781-237-9229
[lindenstore.com]

Fresh City
North Natick, MA 01760
Phone: 508-875-5750
[freshcity.com/catering/]

Grocery Stores:

Roche Bros.
Wellesley, MA 02481
Phone: 781-237-4992
[rochebros.com/department/Catering/]

*Any caterers not listed on the preferred caterers list must be approved by the Wellesley College Alumnae Association
Appendix C: Useful Information

ALCOHOL VENDOR

Gordon’s Fine Wines & Liquors
Leslie Lamb
Waltham, MA
Phone: 781-893-6700 ext. 1
http://www.gordonswine.com/

BARTENDING AGENCIES

Premier Bartending & Beverage Service
Ed Garland
Boston, MA
Phone: 781-223-5001
www.premierbarservice.com

Boston’s Best Bartending Services
Wakefield, MA
Newburyport, MA
Phone: 781-246-2227
http://www.bostonsbestbartending.com

INSIGNIA VENDORS

JP Advertising, Inc.
Melody Friedman ’74
84 October Road
Holliston, MA 01746
Phone: 508-429-8664
Fax: 508-429-3523
melody@jpadvertisinginc.com
jpadvertisinginc.com

b*true promotions
Brenda Treuhaft
400 TradeCenter
Suite 5900
Woburn, MA 01801
Phone: 781-569-5856
Cell: 978-771-6495
855-28b-true
brenda@btruepromotions.com

Wellesley College Bookstore
Store Manager: Joseph Leva
21 Wellesley College Road
Lulu Chow Wang Center
Wellesley, MA 02481
781-283-2136
wellesley.bncollege.com/webapp/wcs/stores/servlet/BNCBLocationAndContactView?catalogId=10001&langId=-1&storeId=67736

INSIGNIA SHIPMENT ADDRESS
(Insignia shipped to campus must arrive by May 19)

Wellesley College Alumnae Association
Class of 19XX/20XX Reunion
Wellesley College Distribution Center
300 Central Street
Wellesley, MA 02481
Box __ of __
HOLD FOR REUNION
## Appendix D:
### 2016 Reunion Statistics

### 2016 Reunion Attendance Statistics

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Overall Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>1971</td>
<td>103</td>
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<tr>
<td>1976</td>
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<td>1981</td>
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<tr>
<td>1986</td>
<td>118</td>
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<tr>
<td>1991</td>
<td>181</td>
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<td>1996</td>
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<td>2001</td>
<td>176</td>
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<tr>
<td>2006</td>
<td>226</td>
</tr>
<tr>
<td>2011</td>
<td>281</td>
</tr>
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<td>Totals</td>
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### 2016 Reunion Meal Statistics

<table>
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<tr>
<th></th>
<th>Friday Dinner</th>
<th>Saturday Picnic</th>
<th>Class Dinner</th>
<th>Sunday Picnic</th>
</tr>
</thead>
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## 2016 Overnight and Insignia Statistics

<table>
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<th>Saturday Overnight</th>
<th>Insignia</th>
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<td>1956 - Stone-Davis</td>
<td>67</td>
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<tr>
<td>1961 - Claflin</td>
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<td>8</td>
<td>71</td>
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<tr>
<td>1966 - Tower Court</td>
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<td>1971 - Lake House</td>
<td>71</td>
<td>12</td>
<td>83</td>
</tr>
<tr>
<td>1976 - Shafer</td>
<td>67</td>
<td>8</td>
<td>75</td>
</tr>
<tr>
<td>1981 - Pomeroy</td>
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<td>14</td>
<td>114</td>
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<tr>
<td>1986 - Cazenove</td>
<td>54</td>
<td>14</td>
<td>68</td>
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<td>1991 - Severance</td>
<td>74</td>
<td>37</td>
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<td>1996 - Munger</td>
<td>74</td>
<td>17</td>
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<td>CE/DS - Cazenove</td>
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**Alumnae overnight**: 52%

**Total**: 56%
# Reunion 2012 Statistics

## Reunion 2012 Attendance Statistics

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## Reunion 2012 Meal Statistics

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<th>Class Supper</th>
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<td>Tota l</td>
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<td>172</td>
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<td>1967 - Schafer</td>
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<td>53</td>
<td>45</td>
</tr>
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<td>72</td>
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Alumnae overnight | 46% | 49%
Appendix E:

WHAT’S PROVIDED, WHAT TO BRING
Reunion 2017

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<th>Provided by the WCAA</th>
<th>Provided by the Class (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables and chairs</td>
<td>Extension cords/power strips</td>
</tr>
<tr>
<td>Bottles for water or other beverage</td>
<td>Sunscreen</td>
</tr>
<tr>
<td>Corkscrew</td>
<td>Hangers*</td>
</tr>
<tr>
<td>Bottle opener</td>
<td>Sewing kit</td>
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<tr>
<td>Large cooler</td>
<td>Aspirin</td>
</tr>
<tr>
<td>Large tub</td>
<td>Hammer</td>
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<td>Masking tape</td>
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<td>Pens</td>
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<tr>
<td>Paper</td>
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<td>Markers</td>
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<td>Easels (for displays)</td>
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<td>Paper clips</td>
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</tr>
<tr>
<td>Safety pins</td>
<td>For Social Hours (if needed)</td>
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<td>Trash bags</td>
<td>Clear plastic cocktail cups</td>
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<td><strong>Wellesley magazines</strong></td>
<td>Additional corkscrew/bottle opener</td>
</tr>
<tr>
<td>Pens</td>
<td></td>
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<td>Cutting boards</td>
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<td>Cocktail Shakers</td>
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</tr>
<tr>
<td>Stirrers and/or straws</td>
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</tr>
<tr>
<td>Additional coolers</td>
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<tr>
<td>Tablecloths</td>
<td></td>
</tr>
<tr>
<td>Cocktail napkins/plates</td>
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</tr>
<tr>
<td>Serving plates/bowls/utensils</td>
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</tr>
<tr>
<td>Toothpicks</td>
<td></td>
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<tr>
<td>Sponges</td>
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*Current students have been encouraged to leave their hangers in their residence halls. However, there is no guarantee of the number of hangers available.*
# Appendix F:

## SOCIAL HOUR CHECKLIST
Reunion 2017

<table>
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<tr>
<th>Provided by the WCAA</th>
<th>Provided by the Class (if needed)</th>
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<td>Additional corkscrew/bottle opener</td>
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<tr>
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<td>Knives</td>
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<tr>
<td>Large tub</td>
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<td>Straws</td>
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<td></td>
<td>Additional coolers</td>
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<td>Tablecloths</td>
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<tr>
<td></td>
<td>Cocktail napkins/plates</td>
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<tr>
<td></td>
<td>Serving plates/bowles/utensils</td>
</tr>
<tr>
<td></td>
<td>Toothpicks</td>
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<td></td>
<td>Bowls for ice</td>
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<td>Sponges</td>
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Appendix G:

ALCOHOL PROCEDURES
Reunion 2017

Please review the following before Reunion weekend:

- Gordon’s will deliver your alcohol order on the Thursday prior to Reunion. An Alumnae Association staff member will assure that the order is locked in a designated storage room in your class headquarters.

- A member of the Reunion Committee must pick up the alcohol storage room keys on Friday, June 2, from the WCAA office in Green Hall 246. A deposit of $25 is required, which will be refunded when the keys are returned to the office on Sunday, June 4.

- The alcohol storage room should be kept locked at all times. The Reunion chair or a member of her committee should have the key. Please do not give the key to a student worker.

- If your class has an event in a tent or another public space, you must arrange to bring the alcohol back to the residence hall at the end of the event, even if you are going to be back at that location again the next day. It is an open campus, and in the past, alcohol left unattended overnight has disappeared. Neither the Alumnae Association nor the College is responsible for unattended alcohol. Student workers are available to transport the alcohol to and from your social hour/dinner site. Please tell your residence hostess you will need this service, at least two hours in advance of the event. Students will arrive at remote Saturday dinner locations by 11:00 PM to pick up alcohol from the site of your dinner, to return it to your dorm.

- On Sunday, June 4, take an inventory of the alcoholic and non-alcoholic beverages remaining in your storage room. Be sure to lock the storage room behind you when you leave! Return the storage room key to the Alumnae Association office promptly after completing inventory. Please deliver a copy of your inventory to the WCAA office when you drop off the alcohol room key, and keep a copy of the inventory for yourself.

- A member of the Alumnae Association staff will accompany Gordon’s during the pick-up the following week, and verify that what Gordon’s collects matches what is on the inventory sheets.

- After Reunion, Gordon’s sends copies of the bill to the Alumnae Association office and you. The bill should reflect your notes on what has been returned. We compare the invoice against the notes you have provided, and pay the bill with class Reunion money taken in with registrations. You should not pay this bill, as that will result in a double payment.