

# Class Event Form — Reunion 2009

*This form must be returned to the Alumnae Association by December 1, 2008.*

FRIDAY, JUNE 12

## Afternoon:

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Should alumnae pre-register for this program? Y / N

Address:

Is there a fee? \$

Telephone:

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## Social Hour:

Location:

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

Time:

Contact Name:

Are you using a caterer? Y / N

Business Name:

Contact Name:

Address:

Business Name:

Telephone:

Address:

Telephone:

Are you using an alcohol vendor? Y / N

Contact Name:

Business Name:

Address:

Telephone:

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## 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 2009

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SATURDAY, JUNE 13

## **Morning:**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type: CLASS MEETING

Will there be a vendor? Y / N

Preferred Location: RESIDENTIAL HALL

Contact Name:

Preferred Time: 9:30 A.M.

Business Name:

Address:

Telephone:

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## **During the day:**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

## **During the day:**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

## **During the day:**

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

# Class Event Form — Reunion 2009

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SATURDAY, JUNE 13 (cont'd)

## During the day:

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

## During the day:

Are you having class-specific programs such as pre-arranged lectures, tours, exhibits, or activities?

Program Name/Type:

Will there be a vendor? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

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## Social Hour:

Location:

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

Time:

Contact Name:

Are you using a caterer? Y / N

Business Name:

Contact Name:

Address:

Business Name:

Telephone:

Address:

Telephone:

Are you using an alcohol vendor? Y / N

Contact Name:

Business Name:

Address:

Telephone:

# Class Event Form — Reunion 2009

*This form must be returned to the Alumnae Association by December 1, 2008.*

SATURDAY, JUNE 13 (cont'd)

## Class Dinner:

Location:

Are you using a caterer? Y / N

Time:

Contact Name:

Business Name:

Address:

Telephone:

How much are you charging for the Class Dinner?

Adults: \$ \_\_\_\_\_

Children: \$ \_\_\_\_\_

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

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

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

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

Contact Name:

Contact Name:

Business Name:

Business Name:

Address:

Address:

Telephone:

Telephone:

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## After-Dinner Program (optional):

Program Name/Type:

Are you using any vendors, including entertainment vendors? Y / N

Preferred Location:

Contact Name:

Preferred Time:

Business Name:

Address:

Telephone:

# Class Event Form — Reunion 2009

*This form must be returned to the Alumnae Association by December 1, 2008.*

SUNDAY, JUNE 14

## Class Picnic:

Location:

Are you using a caterer? Y / N

Time:

Contact Name:

Business Name:

Address:

Telephone:

How much are you charging for the Class Picnic?

Adults: \$ \_\_\_\_\_

Children: \$ \_\_\_\_\_

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

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

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

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

Contact Name:

Contact Name:

Business Name:

Business Name:

Address:

Address:

Telephone:

Telephone:

# Class Event Form — Reunion 2009

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## 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: \$ \_\_\_\_\_

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### Class Spirit Fund:

The Class Spirit Fund solicits donations and provides anonymous aid to classmates coming to reunion. Typical language included on the registration form: *“Voluntary contribution so that every classmate can afford to attend and enjoy a first-class reunion.”*

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

### Financial Aid:

Financial Aid for classmates can come from either the class treasury or the Class Spirit Fund. Your class decides how much aid it can provide; the Office of the Alumnae Association will take the requests and keep track of the tally, alerting the class treasurer when necessary. Typical language included on the registration form: *“If you need financial assistance to attend reunion, call the Alumnae Association at 781-283-2333. All requests will be kept confidential.”*

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

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### Additional Information:

Is there any additional information you would like the Office of the Alumnae Association to know?