

# Guest of the Alumnae Association Reunion Planning Guidebook

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# Office of the Alumnae Association Contacts

Notes:

Wellesley College Alumnae Association  
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Wellesley, MA 02481-8203

781-283-2331  
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[www.wellesley.edu/Alum](http://www.wellesley.edu/Alum)

The Office of the Alumnae Association provides assistance to every reunion class, and we look forward to working with you.

Additionally, we work to make the reunion planning process clear and simple for volunteers. We know how much work and effort you put into your reunions, and we're here to support you in any way possible. Every committee member should feel free to contact the staff if they have questions, comments, suggestions, or even if they just want to chat!

## Classes and Reunion Staff for Guest Reunions

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# Master Time Line

Notes:

## FALL 2008

- September WCAA mails "Save the Date" postcard to all alumnae in reunion cycle  
WCAA and reunion chair set up the fall committee meeting, preferably at Wellesley
- October Reunion volunteers meet with WCAA staff member  
Decide on Saturday dinner menu and insignia item

## WINTER 2009

- January Reunion chair proofs and approves class registration form and preliminary class schedule
- January 19 Last day to make changes to class registration form and preliminary class schedule
- February 1 Reunion chair submits text for reunion letter to WCAA
- February WCAA mails reunion reservation materials, including preliminary program, class registration form and preliminary class schedule, slate of officers, and reunion chair letter to classes
- March Registration opens
- March 15 \*Record Books should be mailed at this time

## SPRING 2009

- April Reunion chair and headquarters chair tour residence halls with staff member (optional)  
Reunion chair forwards class cheer to WCAA for duplication  
Early registration closes
- May Registration closes
- June 12-14 Reunion Weekend!

# Reunion Weekend Time Line

Notes:

Friday	Morning:	
	9:00 A.M.	Residence halls open for committee members Student staff available On-campus transportation available
	Afternoon:	
	1:00 P.M.	Central Check-In opens, reunion begins
	2:30 P.M.	Faculty Lectures and Tours (one hour)
	4:00 P.M.	Faculty Lectures and Tours (one hour)
	5:00 P.M.	Class Social Hours in residence halls
	6:00 P.M.	Stepsinging in Houghton Chapel
	Evening:	
	7:00 P.M.	First Night Dinner in Severance Green Tent
8:30 P.M.	Free time	
Saturday	Morning:	
	7:00 A.M.	Breakfast in residence halls
	9:30 A.M.	Class Meetings in residence halls
	11:00 A.M.	Faculty Lectures and Open Houses (one hour)
	Afternoon:	
	12:00 P.M.	Reunion Picnic in Severance Green Tent
	2:00 P.M.	Open Houses and Tours (one hour)
	Evening:	
	6:00 P.M.	Class Social Hours in various locations
	7:30 P.M.	Class Dinners in various locations
Sunday	Morning:	
	7:00 A.M.	Breakfast in residence halls
	8:00 A.M.	Religious Life breakfasts
	8:00 A.M.	Volunteer breakfast at the College Club
	9:15 A.M.	Multifaith Service at Houghton Chapel
	10:15 A.M.	Alumnae Parade
	11:30 A.M.	Annual Meeting in Alumnae Hall
	Afternoon:	
	1:00 P.M.	Class Picnics in various locations
	4:00 P.M.	Reunion ends

# Locations

## Assignment of Class Headquarters

Notes:

Class headquarters and meal locations assignments are based on both class seniority and space requirements. The assignments are as follows:

Reunion	Class	Headquarters	Saturday Dinner	Sunday Picnic
60th	1949	Munger/Beebe	Munger Dining Room	College Club
65th	1944	Munger/Beebe	College Club	College Club
70th	1939	College Club/Beebe	College Club	College Club
75th	1934	College Club	College Club	College Club
80th	1929	College Club	College Club	College Club

## Assignment of On-Campus Locations

Each class is assigned to a residence hall that acts as its headquarters for the weekend. The rooms in the residence halls are the classes' space to use, whether for meetings, discussion groups, displays, Junior Show reenactments, insignia distribution, lectures, or social events.

If a class decides it would like to use another interior space, such as a classroom, or an exterior space, such as Green Beach, the request must be made to your WCAA staff contact.

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 staff and make the request. We then 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

Notes:

## Reunion Chair

The reunion chair is the key contact for the class and the WCAA. She truly keeps things running smoothly. She makes critical decisions and motivates her class for the fun that is reunion!

## Headquarters Chair

The headquarters chair, together with the reunion chair, decides on decorations, if any, for the dorm headquarters.

## Saturday Dinner Chair

The Saturday dinner chair, together with the reunion chair, works with the WCAA staff member to determine the menu for the Saturday dinner. The WCAA will work directly with the caterer on behalf of the class.

## Insignia Chair

The insignia chair, together with the reunion chair, works with the WCAA staff member to decide on the insignia item for the parade. The WCAA will order the items on behalf of the class.

# Planning Your Reunion

## Fall Committee Meeting & Registration Materials

Notes:

The Office of the Alumnae Association assists in scheduling a fall meeting of your reunion committee. Typically this meeting is held in October and takes place over lunch at the College Club. A staff member offers an overview of the weekend, works with you to determine the menu for the Saturday dinner, and select an insignia item for the parade.

In January we will verify this information with the reunion chair before we print registration materials and the class-specific schedule.

On February 1st the reunion chair will forward a letter for her classmates that will be included in the reunion registration mailing.

## Reunion Letters

Reunion letters are an important form of communication, and they do not need to be extremely long to be effective. We recommend class letters of one to two pages. Feel free to find a volunteer class letter editor to help—this may be the perfect job for one of your classmates!

Typically the reunion letter includes information on the weekend and the class's planning process, including:

- Residence hall information
- Class dinner
- Insignia
- A general “call” to classmates to return to Wellesley and enjoy the weekend!

# Planning Your Reunion: Residence Hall

Notes:

“You only get one chance to make a first impression.” An old and tired cliché, perhaps, but one that has a kernel of truth. When your classmates arrive at the residence hall, you set the tone for the weekend by creating a warm, welcoming environment.

## Creating a Welcoming Environment

The residence halls are available to the reunion committee beginning Friday at 9:00 A.M.

Typically each class has a welcome table at its residence hall. The welcome table usually consists of one 6-foot table, often with the class banner hung in front. Students will work at this table to distribute registration packets to classmates.

Some classes have items on the welcome table such as giveaways, old class photos, copies of the Commencement program, and yearbooks. Classes also use the welcome table to distribute insignia and remaining record books. You should notify the WCAA staff contact if you plan to have additional materials at the welcome table.

## Student Staffing

The Alumnae Association provides two students to stay in each residence hall during the entire weekend and to work with each class.

One of these students is stationed at the bell desk to answer questions, direct alumnae to events, find custodians, call for more student help for events during the weekend, etc. The bell desk is staffed from 7:00 A.M. until midnight throughout the weekend. The primary responsibility of the student at the bell desk is to answer the phones, answer questions, keep up-to-date rooming lists, and keep an eye on security.

The other student is the residence hostess. Each residence hall is matched with a student who has completed an application and interview process with the Office of the Alumnae Association. She manages the other student workers in the residence hall, has an extensive contact sheet of phone numbers in case of emergencies, handles all rooming changes, and is familiar with your class events and venues.

## Decorating the Residence Hall

Be creative with your decorations! Some classes have created attractive and inexpensive decorations based on the class or reunion theme. In addition to your class banner, classes have used streamers, paper flowers, balloons, additional banners, metallic fringe, fabric, ribbon, and greenery for decorations.

Many halls have built in bulletin boards that can also be used during the weekend for a memorabilia display or for starting a “Do you remember...” display where classmates write remembrances on slips of paper and attach them to the board.

Consider making an appointment with College Archivist Wilma Slaight (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.

There are a few caveats to decorating. Please be respectful to the residence hall when thinking about the ways in which you will decorate. Use only masking tape or carpet tape. Please use stick-um tack, but not tacks, pushpins, or staples (bulletin boards are the exception). 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 would like to do.

## Rooms & Rooming

The headquarters chair is NOT responsible for rooming. The Alumnae Association, along with the residence hall director, does rooming at the last possible moment to capture 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 Alumnae Association provides bedding, two blankets, and a set of bath linens per bed. All beds are made up prior to reunion to ensure that all rooms are available for rooming. Soap and cups are available in each bathroom and bottled water is available at the bell desk.

Notes:

Once your classmates arrive at the residence hall, some invariably ask to have their rooms changed. Additionally, some of your classmates have not preregistered for an overnight room. These classmates may arrange for overnight accommodations at Central Check-In during reunion weekend, if space is available. Student staff are responsible for keeping the rooming list updated during the weekend.

## Lost and Found

Any lost and found items or inquiries should be sent to the Office of the Alumnae Association. 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 evening of reunion weekend the Association 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, and if possible, we contact the alumna known to have stayed in that room.

Otherwise, we log the found item into a database and keep it for six months before donating the item to Students' Aid Society.

## Planning Your Reunion: Class Dinner

Notes:

The Saturday class dinner is one of the most exciting and potentially best attended events! The WCAA will work with you to plan a menu and, if you like, evening entertainment.

The WCAA will then negotiate with caterers and take care of all the dinner logistics.

The menu discussion will include salad, entrée, desserts, and other special considerations.

## Planning Your Reunion: Insignia

Class insignia is worn or carried during the Alumnae Parade on the Sunday of reunion. It is typically an item in the class color, which contrasts with the white outfits alumnae wear. It serves to unify the class and build class spirit.

### Suggested Items

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Sunglasses	Umbrellas	Boas	Hats/visors
Scarves	Beach towels	Balloons	Water bottles
Aprons	Beads	Fans	Totebags/backpacks
Sashes	Noisemakers	Pom Poms	Shawls
Gloves	Buttons	Parasols	

### Distribution

Insignia is distributed to classmates in the residence hall. The WCAA orders enough insignia for each attending classmate to have an item.

# Planning Your Reunion: On-Campus Transportation

Notes:

During the weekend there are numerous vans shuttling alumnae wherever they need to go on campus. These vans make frequent runs between parking lots, residence halls, and academic buildings. These vans may be flagged down by anybody and directed to any destination on campus. In addition to these vans, golf carts are available to pick up anyone who needs to go 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.