

Reunion Planning Guidebook

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* Please note the details contained within this publication are subject to change. Please check online for the latest version of this document and confirm any questions you may have with your class contact.

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Office of the Alumnae Association Contacts

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Master Time Line

Notes:

Fall 2009

- 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 1 WCAA sends financial packet to treasurers. Reunion treasurer opens a reunion checking account using “Class of 19XX/20XX Reunion” as the account name.
- November 15 Reunion committee submits planning to reunion chair: Saturday class dinner chair and Sunday picnic chair forward caterer information and class meal prices to reunion chair.
Insignia chair forwards insignia charges and description to reunion chair.
Program chair forwards program information to reunion chair.
- December 1 Reunion chair submits completed “December class events form” to WCAA, including all catering, insignia, and programming information.

Winter 2009/2010

- 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.
- February WCAA mails reunion reservation materials, including preliminary program, class registration form, preliminary class schedule and slate of officers to classes, using special bulk mail.
- March Reunion chair submits completed “March class event form” to WCAA.
Registration opens.
- March 15 WCAA mails reunion chair letter to classmates.
*Record Books should be mailed at this time.

Notes:

Spring 2010

- April
- WCAA forwards an advance to reunion treasurer.
- Reunion chair and residence hall chair tour residence halls with staff member (optional).
- Reunion chair reports any changes to “March class event form” including vendors and programming to WCAA.
- Reunion chair forwards class cheer to WCAA for duplication.
- Early registration closes.
- May
- WCAA posts first set of weekly reports online for the reunion chair to access and forward to the committee members.
- Reports are updated every Friday thereafter.
- Final copy of the class reunion schedule due to the Alumnae Association for use in the final program.
- Registration closes.
- June
- WCAA forwards the adjusted amount to reunion treasurer to cover class-catered events.
- WCAA posts final weekly reunion reports.
- June 11–13 Reunion Weekend!

Weekend Time Line

Friday	Morning:	10 A.M.	Residence halls open for committee members (exception: Stone Davis) Student staff available
		11 A.M.	On-Campus transportation available
	Afternoon:	1 P.M.	Central Check-In opens, reunion begins
		2:30 P.M.	Faculty Lectures/Campus Tours (one hour)
		4 P.M.	Faculty Lectures/Campus Tours (one hour)
		5 P.M.	Class Social Hours in residence halls
		6 P.M.	Step Singing in Houghton Chapel
	Evening:	7 P.M.	First Night Dinner in various locations
	8:30 P.M.	Open Time	
	Saturday	Morning:	7:00 A.M.
9:30 A.M.			Class Meetings in residence halls
11:00 A.M.			Faculty Lectures/Open Houses (one hour)
Afternoon:		12:00 P.M.	Reunion Picnic in various locations
		2:00 P.M.	Open Houses/Campus Tours (one hour)
		3:30 P.M.	Open Houses/Campus 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.
	8:00 A.M.		Religious Life breakfasts 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
	Afternoon:		1:00 P.M.
		4:00 P.M.	Reunion ends

Notes:

Locations

Notes:

Assignment of On-campus Locations

Each class is assigned to a residence hall that acts as their headquarters for the weekend. The rooms in the residence hall are their space to 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 their 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!

Off-campus Locations

If your class decides to go off campus for your class dinner or class picnic, make your arrangements early! You will be amazed at how many function rooms are reserved years in advance. We highly recommend that you secure a contract detailing the caterer's/facility's services and accompanying charges in advance.

If your class is interested in an off-campus location, please let your WCAA staff contact know and they can provide you with location suggestions and contact information, transportation vendors and contact information, and event checklists.

Wellesley College Policy Regarding Off-Campus Facilities

The Board of Directors of the Wellesley College Alumnae Association recognizes the difficulty of finding suitable off-campus meeting locations for Wellesley class reunion meals and activities. However, we strongly urge all classes to make a positive effort to use only those facilities that clearly do not discriminate against women and minorities and that comply with the nondiscriminatory policy of the College:

“Wellesley College admits students, without regard to race, color, religion or national origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion or national origin, in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other college administered programs or in its employment policies... does not discriminate on the basis of sex against its students in the educational programs or activities which it operates and does not discriminate on the basis of sex in its employment policies.”

Reunion Committee Roles

Reunion Chair	The reunion chair truly keeps the committee running smoothly. She sets the vision and tone for the class portion of reunion weekend and is the primary contact for the Alumnae Association. 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 connected, motivated, and ready for the fun that is reunion!
Treasurer	The reunion treasurer discusses and decides the budget with the reunion chair in the September before reunion. She maintains a bank account, reimburses classmates, and pays any reunion vendor bills such as the caterer.
Residence Hall Chair	The residence hall chair creates a warm and welcoming atmosphere at each class headquarters. Along with a committee, she decorates the residence hall, which may include hanging the class banner, hanging other decorations, and setting up the welcome table. 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 the type and amount, if any, of class-specific programming such as lectures, discussion groups, concerts, other performances, or outside entertainment. She may recruit a committee if the class plans extensive programming for the weekend.
Social Hour/Alcohol Chair	The social hour chair organizes the social hours on Friday and Saturday evening. She determines what the event will entail, coordinates with an alcohol vendor, and perhaps a caterer. She hires the bartender for both nights and works with the Saturday dinner chair to coordinate their alcohol order as well.
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 Alumnae Association.

Notes:

Notes:

Sunday Picnic Chair	The Sunday picnic chair makes the arrangements for the Sunday class picnic. This may include choosing a theme, hiring a caterer, deciding on a menu, determining if there should be entertainment, and working with the Alumnae Association.
Insignia Chair	The insignia chair chooses an item in the class color classmates can carry or wear in the Alumnae Parade.
Parade Marshal	The parade marshal submits a class cheer to the reunion chair for copying and distribution to classmates. She helps carry the banner and lead the class in cheering during the Alumnae Parade.

Planning Your Reunion: The First Steps

Notes:

Covered in this section:

1. Fall Committee Meeting
2. Class Event Form
3. December 1 Deadline
4. Registration Materials

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. The class event form is the basis of all your registration materials. It needs to be submitted by the deadline so we can process the information, set up the databases, create the publications and mail materials in February.

The Office of the Alumnae Association assists in scheduling a fall meeting of your reunion committee. Typically this meeting is held in September or October. A staff member attends and offers an overview of the weekend, notifies you of any changes, presents you with information you may find useful during the planning process, and as always, answers any questions you may have. At this time you may also tour the residence hall headquarters and your assigned meal location(s).

Typically, the meetings follow this sample agenda:

1. Welcome (10 minutes, including introductions)
2. WCAA Review of Planning Timeline (30 minutes)
3. Committee Reports: (10 minutes each)
 - Treasurer
 - Residence Hall
 - Social Hour
 - Saturday Dinner
 - Sunday Picnic
 - Insignia
 - Programming
4. Facility Tours: (60 minutes total)
 - Dorm
 - Assigned meal spaces

At the meeting committee members receive materials that should help her as she plans for June, including: volunteer role reports, statistics, previous cycle materials, and updated handbooks.

Notes:

Also at this meeting the Office of the Alumnae Association asks that the committee report:

- Tent requests, other than those assigned (remember, the class will pay for an extra requested tent)
- Location requests for events other than Saturday dinner and Sunday picnic
- The names and volunteer roles of your reunion committee members

After the fall meeting, the reunion chair should follow up with all committee chairs to ensure the planning process is moving forward. We are available to answer any questions that may arise.

Then, the reunion chair should confer with the committee chairs again prior to the December deadline, (think about holding a conference call rather than meeting in person, or simply talk with individuals) to determine and finalize the following:

- Budget
- Prices to be charged for class events (class dinner and class picnic) and insignia charges
- Whether there are class-specific programs
- Whether there is class wide child care
- Whether to invite honorary class members, and if so, to which events
- Whether any part of Junior Show will be reenacted
- Whether to arrange for a class picture
- Whether the Saturday 9:30-10:30 A.M. time slot is sufficient for your class meeting (make decision with your class president)
- Whether you plan to have a class-specific step singing program

The reunion chair may set a November 15 deadline for this information, so that she can meet the December 1 deadline for the Alumnae Association.

The reunion chair submits the completed class event form to the Association by December 1. We take the information provided and draft your class-specific registration form and schedule. The class event form is quite detailed about certain areas; please note this when making your plans. For example, we can only offer three meal choices, including a vegetarian option.

In January we ask the reunion chair to proof these materials, with the understanding that they will go to print in January. Two things to think about as you work with the committee during the proofing process:

- If you have a co- or tri- chairs, please ensure everyone has approved the changes prior to sending us edits. Once we hear from one chair, it is our understanding that all reunion chairs have conferred on the edits.
- Once the prices are set and printed on the registration form, they cannot be changed. The schedule, however, can be modified through the spring as the class updates or deletes programming.

The proofs will come to you via e-mail as a PDF, and will be the exact layout. Please note that we cannot make changes to the layout due to both our internal database and the external vendor database and payment collection system. We will make the corrections you specify and if we have any questions or cannot accommodate a change, we will notify you. Proofing should be completed by mid-January.

Notes:

Planning Your Reunion: Treasurer

Notes:

Establish a Budget

One of the first tasks the treasurer and reunion chair should accomplish is determining a budget. Reunion should be self-sustaining for each class. Having said that, some classes make the financial decision to pay for some costs out of the class treasury in order to keep the price down for classmates or to include a special program during the weekend. Each class establishes its own budget but the Alumnae Association 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:

1. Decoration for the residence hall
2. Food for social hours and welcome snacks
3. Alcohol for events
4. Saturday class dinner (food and catering extras)
5. Sunday class picnic (food and catering extras)
6. Insignia
7. Financial aid for classmates (if applicable, see p. 15)
8. Entertainment (if applicable)
9. Transportation (if applicable)
10. Tent (if not paid for by Alumnae Association)
11. Dance floor for tent (if applicable)
12. Microphone rental (if applicable)

**Please note that the Alumnae Association pays for one mailing, in February, which includes the preliminary program, registration materials, the class-specific schedule, and the slate of officers. All other mailings are traditionally paid for out of the class treasury and not figured into the reunion budget.

Step 2

Ask committee members who are working on the Saturday class dinner, Sunday class picnic, and insignia to speak with different vendors and get two to three estimates for the committee to consider. Estimates for other costs should also be reviewed 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. Some classes have decided to add to the prices of class meals or the insignia to cover other weekend expenses (i.e., decorations), while other classes have decided to pay for a portion of reunion from the class treasury. No matter what your committee decides to do, please always keep in mind what the cost will be for each of your classmates and how that amount might affect their decision to attend reunion.

IMPORTANT

Once the budget has been determined, the reunion treasurer and the reunion chair should check in with others on the committee to ensure that the budget is discussed throughout the reunion planning process.

Paying for Reunion

Establishing a Checking Account

Once the budget is established, vendors selected, and orders placed, the reunion treasurer should be prepared to start writing checks.

In October, the Office of the Alumnae Association mails the reunion treasurer a copy of the Employer Identification Number (EIN). This certificate may be needed to open the reunion checking account. Once this has been received, the reunion treasurer should open a reunion checking account. For tax purposes, the reunion checking account should be opened using the name “Wellesley Class of 19XX/20XX” Reunion.” Some banks waive service charges for nonprofit organizations. In the event that a check needs to be written when you are unavailable, consider having a cosigner for the account, such as the reunion chair.

The class treasurer should be aware that she may be asked by the reunion treasurer to provide some seed money for the reunion account. 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.

The treasurer should establish a procedure for classmates submitting receipts for reimbursement or sending invoices for payment.

Notes:

Other Financial Considerations

Financial Aid for Classmates

Each class works independently to establish a financial aid program with the assistant director of classes and reunion. 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 receives no more than \$250 in assistance. The class also decides whether the aid can be used to fund guests or children.

All financial aid requests made by an alumna go through the assistant director of classes and reunion and are kept confidential. The class receives the reconciliation with the total financial aid amount and number of alumnae assisted when the reunion reconciliation is mailed in August.

Tax-Exempt Status

The tax-exempt number that is sent to the reunion chair in the fall exempts the class from paying some Massachusetts state taxes. Items such as insignia that are shipped from another state should not be taxed. If the class is interested in applying for tax-exempt status in another state, please contact the Office of the Alumnae Association.

Reunion Mailings

The Office of the Alumnae Association pays for the February mailing which includes the preliminary reunion program, a reservation form, a class schedule, and the slate of officers. All expenses for additional reunion mailings are billed to the class treasurer.

Receiving Money From the Office of the Alumnae Association

In late April, the Office of the Alumnae Association sends the reunion treasurer an advance. Any vendors that require deposits prior to this time need to be paid out of the class treasury. This money can then be repaid to the treasury when the Alumnae Association sends a check to settle registration money collected to date.

In late May or early June, the Office of the Alumnae Association sends another check, with the additional funds that have been collected on behalf of the class.

Lastly, please be aware that it may take a couple of months after reunion for the Association to finalize registration numbers, process refunds, confirm liquor bills with the class, and determine the final numbers necessary to send the final checks. While the Association will complete these tasks as quickly as possible, the reunion treasurer should be aware that her job will continue beyond reunion until she receives the final reconciliation check, pays the final bills, and closes the reunion account.

In the past few years, the final reconciliation has been mailed in mid-August.

Planning Your Reunion: Residence Hall

Notes:

Creating a Welcoming Environment

On Friday morning the residence halls are available to the reunion committee beginning at 10:00 A.M., with the exception of Stone Davis, which is available at 11:00 A.M.

When you arrive you should look for the headquarters box. This large plastic lidded bin contains your banner and gavel, miscellaneous supplies (listed at the end of this section as “what’s provided” and in the Appendix), and final reports for the reunion, class dinner, class picnic, and insignia chairs.

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, and yearbooks.

Insignia

The residence hall chair and insignia chair should work together on the display and distribution of the insignia. Names should be checked against the insignia list to verify purchase and pick-up. (This list is in the headquarters box.) Also please remember that unattended insignia has a habit of disappearing!

Record Books

If your class’s record books 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 Alumnae Association provides a residence hostess to stay in each residence hall during the entire weekend and to work with each class. She is available to answer questions, direct alumnae to events, find custodians, call for more student help for events during the weekend, etc. See more about Student Staffing on page 36.

Notes:

Decorating the Residence Hall

When planning your decorations, 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.

The banner should be hung at the residence hall (double-sided carpet tape works well). If the banner is hung outside the residence hall, please be sure to designate someone to retrieve it in case of rain. Class banners are not waterproof. You should bring or remind the parade marshal to bring the banner to the Alumnae Parade on Sunday.

There are a few caveats to decorating. Please be respectful to the residence halls when thinking about the ways in which you will decorate. Only use masking tape or carpet tape. Please use stick-um tack, but not tacks, push pins, or staples (exception, of course, are 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 Space

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

Please note, in most cases the dining hall kitchen is not available as public space and should not be included as you make your plans.

Each residence hall has an assigned storage room. This is a locked room where the committee can keep supplies and alcohol.

Two keys for the residence hall storage room are available at the Office of the Alumnae Association 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 should leave a deposit check for \$25, which is returned as soon as the keys are returned.

This is the only room in the residence hall that locks, all others are open throughout the weekend. We advise all alumnae to leave electronics and other valuables at home.

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

Rooms and Rooming

The residence hall 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.

The Residence Hostess is asked to be responsible for and to oversee the rooming list during the Reunion weekend. For security reasons, all late registrants and changes must be noted on the rooming list so we know where people are staying and what rooms are currently open. Ask classmates who are at the welcome table to refer alumnae that 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 paid for their accommodations and received a rooming ticket from Central Check-In staff.

Tables and Chairs

In March, the Alumnae Association notifies the reunion chair of the number of tables and chairs that will be delivered to the residence hall for the weekend. Please review the list and contact the Association if you think you will need more. (Tables and chairs for specific events, i.e., Sunday picnic, may not be delivered until that day.) Tables and chairs are delivered folded; students and residence hall custodians will set them up.

Notes:

Items provided by the Alumnae Association:

Tables and chairs
Water bottles for all attendees

Headquarters Box:

List of contact phone numbers
Paper clips
Masking tape
Pens
Tacks
One black marker
First-aid kit
Safety pins
Commuter Rail schedules
10 large trash bags
3 Wellesley magazines

Items provided by Class (if needed):

Extension cords/power strips
Sunscreen
Hangers
Sewing kit
Aspirin
Hammer
Tape
Bug spray
Poster board/paper (for signage)
Foam core for use as bulletin boards
Markers
Easels (for display)
Corkscrews
Clear plastic cocktail cups
Serving Plates/bowls
Cocktail shakers
Sponges
Bottle openers
Knives
Cutting boards
Bowls for ice
Cocktail napkins
Tablecloths for social hours
Tablecloths for welcome table

Planning Your Reunion: Programming

Please know that you do not need to have extra programming! There are faculty lectures, as well as tours, open houses, plays, panel discussions, and other activities that are already offered. And your classmates truly want time to be together.

If the class decides to have a program, there are several considerations:

- What is the cost to produce this event?
- How many classmates can it accommodate?
- Can it take place at the residence hall, or do I need to request space?
- What time should it take place? In the morning or afternoon?
- Do I need to line up facilitators/faculty/presenters?
- Do we need special equipment, such as microphones or a piano?

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.

Notes:

Planning Your Reunion: Children

Notes:

The Office of the Alumnae Association plans several child activities, primarily on Saturday, that are open to the reunion community.

The only child-care program that we provide is the Saturday evening Pizza Party with Movies at Collins Cinema.

In years past the Association has offered the following programming for children:

Activity	Day	Information
Open Arts/Crafts Room (unstaffed)	Friday Saturday	2 years and older, must be accompanied by an adult
Greenhouse Kids' Time	Saturday	All ages, must be accompanied by adult
Story Hour	Saturday	All ages, must be accompanied by adult
Children's Corner at Lunch	Saturday	All ages, must be accompanied by adult
Field Day	Saturday	2 years and older, must be accompanied by an adult
Pizza Party with Movies at Collins Cinema	Saturday	6 years and older, includes a pizza dinner and movie (pre-registration is required)

Individual classes should plan additional child activities or child-care programs, if they determine there is a need. If you would like some guidelines and ideas about how to plan child-care for the class, please contact the Office of the Alumnae Association.

Planning Your Reunion: Social Hours

Notes:

Social hours are generally held in the residence halls beginning at 5:00 P.M. on Friday. For Saturday they typically take place after 5:00 P.M. and are either at the residence hall or at the dinner location. Each class plans its own social hours.

Assistants for social hour are good jobs for classmates or spouses 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 help out, but student workers cannot open or pour alcohol, or act as wait staff. It is **STRONGLY** recommended that the class hire a professional bartender whose duty it is to monitor liquor consumption. Contact the WCAA for assistance in hiring a bartender.

Before we start the details of planning the social hour, it's important that we note the issue of alcohol consumption.

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 Alumnae Association for payment; the Association then charges the class for the purchases. Ask the supplier to include the class's name on the bills they forward to the Office of the Alumnae Association, and to send a copy of the bill to you.
2. The class cannot charge for alcohol consumed on campus. There cannot be a social hour charge on the reservation form, nor can a plate be placed on the bar for donations. Alumnae who bring their own alcohol cannot put it out for general consumption. It is **STRONGLY** recommended that the class hire a professional bartender whose duty it is to monitor liquor consumption. In the absence of a professional bartender, alcohol consumption becomes the responsibility of the reunion committee. Exception: the College Club has a liquor license and can set up cash bars. Off campus alcohol policies will vary subject to the rules and regulations of the location.

Notes:

Wellesley Liability Insurance

Because alcohol bills are paid directly by the Office of the Alumnae Association, the class is automatically covered by Wellesley's liability insurance.

Prior to Reunion

Account Set-up

The class should use the alcohol supplier listed below. The alcohol supplier must agree to 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. Ask the supplier to send copies of the bill to both you and the Office of the Alumnae Association. When choosing potential liquor suppliers, be sure to discuss not only price, but also delivery, credit return, availability of bartenders, etc.

Please note that Gordon's is our preferred vendor for the ease of delivery, pick up, and billing.

Gordon's Fine Wine
PO Box 310
Waltham, MA 02454
Phone: 781-893-6700

Please note, in recent years classes have moved towards wine/beer/specialty drink as a means for controlling alcohol costs and liability.

Remember to buy soft drinks/nonalcoholic beverages in addition to alcohol, even if you don't need them for mixers. Alcohol suppliers should be able to help you with nonalcoholic beverages.

Alcohol for Class Meals

The Alumnae Association recommends you order all the alcohol and other beverages at one time. Contact your picnic and class supper chairs regarding any alcoholic/nonalcoholic beverage needs for those events. Be sure to order soda and other nonalcoholic beverages. Students are available to transport alcohol to and from residence hall storage rooms.

During Reunion

Alcohol Delivery and Storage

Alcohol should be delivered between 10 A.M.– 12 P.M. on Friday morning before the campus roads are filled with returning alumnae. A committee member must be on hand for the delivery. All alcohol should be locked in residence storage rooms.

Two keys for the residence hall storage room are available at the Office of the Alumnae Association 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 should leave a deposit check for \$25, which is returned as soon as the keys are returned.

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 written instructions, or they look for the event chair. Please have detailed instructions ready ahead of time for the student workers so you can relax during the event.

Ice Information

Two 15-pound bags and a large cooler are delivered to your social hours before they are scheduled to begin. If you run out during the weekend, please notify a student and she will call for another delivery.

Please note that this ice supply is not for use by caterers. Class caterers should plan for their own ice delivery.

Notes:

Additional Materials

You may need to supply additional materials 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

After Reunion

Alcohol Leftovers

Before leaving on Sunday, count your returnable leftovers (typically unopened, unchilled bottles) and make a note of how much is returned to the vendor. Keep a copy of the notes for yourself and deliver a copy of the notes to the Association office when you drop off the alcohol room key. The Office of the Alumnae Association coordinates pick-up on Monday with the vendor.

Please make sure the door to the room is locked when you leave!!

Settling the Bill

After reunion, the alcohol supplier sends copies of the bill to you and the Office of the Alumnae Association. 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 the class reunion money taken in with reservations.

Planning Your Reunion: Class Dinner

The Saturday class dinner is one of the most exciting, and potentially expensive, events of the weekend. Whether you are a reunion planning maven or a first time dinner chair, the information below should be extremely helpful.

Throughout this process and during reunion weekend, please know that we are here to help—with ideas, guidance, logistical information, or if you just want to chat!

As you begin to think about the class dinner several questions should come to mind. Usually these revolve around theme, type of meal, and costs such as:

- 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 local restaurant or should it be a plated dinner? Should it be a catered buffet with one or several stations? Or should it be a sit-down dinner?
- How much is a reasonable cost for dinner? Think about both the reunion cycle and where classmates may be in their life cycle.
- Are children welcome at the dinner? Is there a separate, lower cost for them?

Keep these questions in mind as you look for a caterer. Each decision will help you to narrow in on an appropriate caterer.

Once you have an idea about the type of meal you’d like to have at reunion, begin contacting caterers. Several catering companies are listed on the next page.

** Please note that outside caterers **cannot** use residence hall kitchens.

Notes:

Suggested Caterers

Notes:

Wellesley College Dining Services at the College Club

Jason LaPrade
781-283-2091
Under new management
Available to cater at any location on campus

Off the Vine

31 Antwerp Street
Boston, MA 02135
Phone: 617-783-4700

Tables of Content

Roslindale, MA
781-363-0404

Wildflour

50 Terminal Street
Charlestown, MA 02129
Phone: 617-242-5300

Tastings

5 Crestwood Drive
Framingham, MA 01701
Phone: 508-879-9191

Baker's Best

Newton, MA
617-332-4588

Beaujolais Catering

Arlington, MA
781-646-5408

MetroWest Catering

17 North Main Street
Natick, MA 01760
Phone: 508-653-4686

Barbecue:

Red Bones (BBQ)

55 Chester Street
Somerville, MA 02144
Phone: 617-628-2200

Blue Ribbon Barbecue

West Newton, MA
617-899-6000

Clambake Caterers:

Woodman's of Essex

PO Box 349
Main Street
Essex, MA 01929
Phone: 978-768-6057

Ipswich Clambake Co.

Ipswich, MA
978-356-2050

Grocery Stores:

Roche Bros.

165 Linden Street
Wellesley, MA 02481
Phone: 781-237-5070

Star Market

448 Washington Street
Wellesley, MA 02481
Phone: 781-237-9680

*Any caterers not listed on the preferred caterers list must be approved by the Wellesley College Alumnae Association.

Once you have decided the type of meal, and have contacted a few caterers who may be perfect for your event, there are yet more considerations as you are negotiating with the company.

The important thing is to carefully consider all aspects of the meal, and where additional costs may add up and can total more than 30% of the catering bill.

Pricing & Fees:

- Are wait-staff wages included in the price?
- Are linens included in the cost of the meal or is the committee responsible for table set-up?
- 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 their trash must be removed from the premises.
- What is the service charge? Does it include gratuity?

* Class meals are tax-exempt. Be sure you get the proper certificate from the reunion chair.

Decorations:

- Is the caterer planning to handle decorations or will the class take care of them? Is there an extra charge?

Special Situations:

- Are there open flames with candles, propane cookery, or ovens? Please speak with your Alumnae Association staff member about fire-marshal regulations. There may be an additional fee.
- How should food allergies be handled? Should guests contact the caterer directly before the event? What phone number should guests use?

* Classes should always offer a vegetarian option for the meals.

Notes:

Alcohol

- It is mandatory that you notify your Alumnae Association contact if you wish to order alcohol through your caterer. If you decide to do so, do you wish wine to be passed, stationed on the table, or both? What is the refill policy? Is there a cork fee? An alcohol-liability fee?
- If alcohol/beverages are being ordered from the caterer, what is their policy on unused/unopened containers?
- The Association 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.

Based on the type of meal you have planned, you may have additional specific questions.

Specific questions for buffet or station dinners:

- Is the caterer planning to stay throughout the meal, or will they simply deliver the food?
- If the food is being delivered, does the cater need any equipment returned? 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?

Specific questions for 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 supper? Or after supper?

* Discuss whether or not clean up will get in the way of the program/speaker.

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 Alumnae Association contact.

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

Billing:

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

Before you sign that contract, be sure to have a tasting! This is your opportunity to truly make sure that the caterer meets your expectation 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.

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. They include this material on the class event form due to the Association by December 1.

Once the information has been submitted to the Alumnae Association, 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.

- We write and ask them to fill out a catering event form asking for information such as how many cars they plan to bring to campus, how many staff members will be on site, how they are cooking, what type of electrical service and outlets they will need, prep space and serving set up. 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 Association. There are guidelines that the College follows, and we communicate directly with all vendors regarding certificates of liability.
- We provide vendors with information on where to park, when they can access the event site, best methods for set up, 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.

We use this information as the basis of all operations for reunion weekend. We make arrangements well in advance to ensure the event flows smoothly during the weekend. If your caterer has any questions about logistics, please have them call the director of classes and reunion at 781-283-2333.

The caterer is set, and now it's time to think about the rest of the Saturday dinner. Are you serving alcohol? If so, it's best to work with the social hour chair to place one large order to cover all of the weekend events. Coordinating with her for the order represents a savings for the class if you have the same wine/beer/other for all events.

Will there be a program? Keeping in mind that amplified sound has to end at 11:00 P.M., will you be offering a live program?

If you have an outside vendor as part of your program, we need to know so we can provide them with the appropriate logistical support. Again, this contact information should be included on the December class event form.

Notes:

Reports and Last Minute Reservations

In early May the Office of the Alumnae Association posts reports online, including meal counts. Depending on when your caterer needs a final count, we can talk about how to handle last minute reservations.

Please make sure that you communicate with your contact in the the Office of the Alumnae Association about how many extra meals the class has ordered so we can sell them during central check-in over the course of the weekend.

You can tell whether an alumna has paid for the meal by her nametag. The number of meals paid for is indicated on the bottom corner of each alumna's nametag. The office 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 ask to see who has registered.

Planning Your Reunion: Class Picnic

Notes:

Historically, the most popular option for the picnic is a box lunch that can be picked up by your classmates at your picnic location. A convenient caterer for this is the Wellesley College Dining Services at the Lulu Chow Wang Campus Center. Should you decide to offer a more formal Sunday luncheon on campus, the Dining Services can also assist you. For additional options, see list of suggested caterers .

Before you sign that contract, be sure to have a tasting! This is your opportunity to truly make sure that the caterer meets your expectation 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.

Congratulations! You've selected a caterer, negotiated the menu and per/person fee, factored in the additional expenses, have 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. They include this material on the December class event form due to the Association by December 1.

Once the information has been submitted to the Alumnae Association, 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.

- We write and ask them to fill out a catering event form asking for information such as how many cars they plan to bring to campus, how many staff members will be on site, how they are cooking, what type of electrical service and outlets they will need, prep space and serving set up. 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 Association. There are guidelines that the College follows, and we will communicate directly with all vendors regarding certificates of liability.
- We provide vendors with information on where to park, when they can access the event site, best methods for set up, 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.

We use this information as the basis of all operations for reunion weekend. We make arrangements well in advance to ensure the event flows smoothly during the weekend. If your caterer has any questions about logistics, please have them call the director of classes and reunion at 781-283-2333.

Notes:

Reports and Last Minute Reservations

In early May the Office of the Alumnae Association posts reports online, including meal counts. Depending on when your caterer needs a final count, we can talk about how to handle last minute reservations.

Please make sure that you communicate with the Office of the Alumnae Association about how many extra meals the class has ordered so we can sell them during Central Check-In over the course of the weekend.

You can tell whether an alumna has paid for the meal by her name tag. The number of meals paid for is indicated on the bottom corner of each alumna's name tag. The office 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 ask to see 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:

Notes:

Cost

While the cost of insignia varies greatly, the average charge to classmates for the reunion insignia is \$10.

The fee you charge classmates should include the cost of the insignia and 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	Water bottles	Pom Poms
Sunglasses	Aprons	Shawls
Umbrellas	Totebags/backpacks	Gloves
Boas	Beads	Buttons
Scarves	Sashes	Parasols
Balloons	Noise-makers	Fans

Once you have an idea for your insignia, you should contact a vendor who can help you to purchase the items. Be sure to ask your vendor if there are additional costs.

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 use in the class event form.

Notes:

Storage and Delivery of Insignia for Reunion

Every class has the option of having their insignia shipped directly to Wellesley. If you choose to have your insignia shipped to the Office of the Alumnae Association, it is delivered to your class's residence hall on the Friday of reunion. We ask that you notify us in advance with the number of boxes to be delivered and the shipper/company name. We can't let you know if the insignia has arrived if we don't know that it's coming! Please ask the vendor shipping the insignia to put your class year on all the shipping labels in the following format:

Class of 19XX/20XX – Insignia
Attn: Reunion
Wellesley College Alumnae Association
106 Central Street
Wellesley, MA 02481 8203
Box x of x

Distribution

Insignia is usually distributed to classmates in the residence halls. Be sure to have the list of classmates who have ordered and paid for insignia. We encourage classes to buy extra insignia because there is often a demand for these items during the weekend itself. Please note that students cannot sell insignia for the class, it must be a classmate.

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 Alumnae Association and to lead your class in the cheer during the parade.

First, the cheer. If your class has a long-standing cheer, simply forward it to us in April. We will photocopy the cheer and put it in your classmates' welcome packets, along with a map of the parade route.

If the class does not have a cheer, you need to create one. It should follow the standard cheer format, 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 in April and we will place a copy in each classmate's packet.

At the Alumnae Parade on Sunday morning, you should ensure that the class banner has made it to the parade line up.

You lead your class in giving the cheer along the parade route for the other classes and at the chapel for the College president.

After the class passes by the president, a member of the Association staff takes the banner from you to safe guard for the next five years.

Notes:

Planning Your Reunion: Working with the Students

Notes:

The Office of the Alumnae Association recruits, hires, and trains approximately 100 students prior to reunion weekend. Students can be seen all around campus: setting up events, assisting at Central Check-In, directing alums to faculty lectures, assisting with children's events, etc.

There is at least one student assigned to your residence hall during 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 Office of the Alumnae Association. 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 Alumnae Association 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. Some classes, who have very positive experiences with their residence hostess, have decided to tip her at the end of the weekend. This is at the discretion of each individual 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. They also cannot carry trays of food or act as waitresses. Students also cannot help you sell or distribute record books or insignia items. They cannot act as "bouncers" at class meals, i.e. check to see if an alumna has paid. Lastly, students cannot 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

Notes:

Covered in this section:

1. Broadcast Email Messages
2. Print Production Process with WCAA
3. Web Sites
4. Publication Expenses
5. Independent Print Production
6. Blackout Times

There are many different ways to communicate with your classmates throughout the reunion planning years. You should consider print, email, and your class web site equally as you consider how to keep your classmates up-to-date and engaged.

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 Office of the Alumnae Association 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.

Broadcast Email Messages

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 first before your head feet first into broadcasts. This letter should let your classmates know that you plan to send subsequent reunion information by email.

Email may not be for every class. Please feel free to contact us if you would like to discuss the benefits of email for you and your class.

Broadcast Email Guidelines

The Alumnae Office facilitates class related broadcast emails to alumnae on behalf of your class. Broadcast email is a very powerful way of communicating with your class. We suggest that classes reserve this tool for significant events or announcements. While email is a very cost effective means of communicating, it should not be over-used.

The Alumnae Association 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 limit classes

Notes:

to one broadcast email per month*. Under special circumstances, a class may send more than one email per month. However, this special request will be granted based on content approval and availability on the broadcast email schedule. Classes are encouraged to schedule their broadcast emails 2-4 weeks in advance. Please be aware that even scheduled emails are subject to last minute re-scheduling.

To request a broadcast email, first notify your class contact.

- Please plan ahead and schedule your class's email well in advance. We suggest scheduling your email with us at least two weeks in advance. The 7th and 22th of the month are reserved for class-related emails. Classes are encouraged to schedule their emails for these dates. If the email must be sent on a different date of the month, please indicate this in your request.
- The subject of your email should include or begin with the word "Wellesley." Subjects should be brief.
- Indicate a from and a reply-to email address. This can be an alumna's forwarding email address (i.e., alumna@alum.wellesley.edu) or the RSVP email for an event. It is recommended that the reply-to email address be an @alum.wellesley.edu address and that it be the same as the from email address.
- The message text should be sent 2-5 days in advance of the schedule date for mailing and should include/consider the following:
 - Information about to whom the email is being sent (e.g. "This email is being sent to all members of the Class of 19XX" or "Dear 19XX Wellesley Alumnae,").
 - from whom the email is being sent (something like: "This message is from the your class officers" or email can be signed by a particular person: Joan Smith; President Wellesley Class of 19XX).
 - Why the email is being sent. If email is announcing an event the email must include WHAT, WHEN (Time in AM or PM), WHERE (including directions, address and phone number if applicable) and RSVP information (email and phone).
 - Contact information in the event an alumna has questions.
 - And lastly, do your best to keep the message brief. None of us like to read long email messages.

Emails will be reviewed for content and formatting and are subject to Alumnae Office staff approval. We use the email addresses listed in the online Community to facilitate this process. Please advise class members to keep their email address updated with the College at all times. The more accurate the addresses are the more effective your messages will be.

* This policy is subject to change at any time. Any changes made will be as a direct result of class email volume.

Print Production Process with WCAA

To produce a class communication piece, please follow this standard production process:

- Before you design a mailing, check the Publications Price List (see Appendix) to estimate how much it will cost to print, prepare, and mail your communication.
- Contact the assistant director of publications at 781-283-2336 if you need help producing/designing the publication.
- Submit your text and photos/graphics. Discuss a preferred design/layout.
- Allow two to four weeks for production. The Office of the Alumnae Association edits the text for grammar and spelling, checks all classmates' names, lays out the text, and sends you a proof to review. We then make any additional changes you request and send the job to be printed and mailed. Keep in mind that multiple rounds of changes and proofs will lengthen the production time.

Text Submission

When submitting text, please include your name, address, and phone number and keep a copy in case it gets lost in transmission. You may submit text in two ways. (Please do not fax your text.):

- E-mail an MS Word document
- Mail a hard copy to Wellesley College Alumnae Association, Attn: Publications for Classes and Reunion, 106 Central Street, Wellesley, MA 02481-8203

Photo/Image Submission

We have the ability to scan in photos and other artwork when time permits it. We have the ability to scan or accept photos or digital images that have a resolution of 300+ dots per inch and are saved as TIFF, JPEG, or EPS files.

Class Stationery/Logo

It is a good idea to use your class stationery and class logo when you produce any print communications. This lends your mailings a personal and consistent feel. If your class does not yet have a logo, you may wish to ask an artistic classmate to design these items or we can help you create them.

Reunion Letters

A reunion letter is an important piece of communication. Letters don't need to be long to be extremely effective. Feel free to find a volunteer class letter editor to help—this may be the perfect job for one of your classmates!

Notes:

Consider these tips when composing your next letter:

- Send the Office of the Alumnae Association signature sheets for all of your reunion chairs – so it is easy to add that personal touch
- Keep the letter short. We recommend that class letters be one to two pages.
- Make sure that the timing of your letter does not coincide with your annual giving representative's appeals.
- A typical reunion letter includes reunion information such as:
 - Residence hall information and call for volunteers
 - Class dinner
 - Class picnic
 - Programming and call for volunteers
 - Insignia
 - Questionnaires to find mini reunion volunteers and reunion committee members or request ideas for reunion programs

Web Sites

Your class web site is very important 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 is especially nice when you can 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 web site during this time. They need not be an expert in web technology but they should be comfortable with communications, computing and have basic understanding on how to scan images. We provide a variety of options when it comes to class web sites. Please visit the Volunteer section of the Association's web site for the details.

The Office can automatically create a Portable Document Format (PDF) version of any printed or emailed class letter and post it (working with your class web volunteer) on the class web site. At your request, we can then send a broadcast e-mail to all classmates for whom we have e-mail addresses, giving them a web link where they can view the most recent printed class letter online. Please contact us if you have a class volunteer with interested in exploring further online communication.

Publication Expenses

Class treasurers are billed quarterly for reunion communication expenses, including printing, postage, and other processing costs.

Independent Print Production (Sending it yourself)

You may print and (postal) mail communications independently. You cannot, however, send group emails on your own. You are not compliant with Federal legislation and you are not permitted to use any list provided by the Alumnae Association for any such emailing purpose.

We ask that you send us a copy of your printed materials to proofread before you mail them out. We will check the spelling of classmates' names and verify information about reunion, the Association, and the College.

If you choose to mail your communications independently, please call your class contact to request an updated class list. Requests will be completed in five to seven business days (but often much quicker.) We will email an excel file to you or your printer. Your printer should be able to produce labels or print the addresses directly onto your printed piece.

Lastly, please send us 10 copies of your mailing to keep on file.

Blackout Times

Please note that all publications and email requests within 3 weeks of Alumnae Leadership Council or Reunion will be delayed until staff is available.

Planning Your Reunion: Other Useful Information

Notes:

Covered in this section:

1. Registration
2. Financial Aid
3. Reunion Reports
4. Accommodations
5. Logistics
6. Transportation
7. Lost and Found

Registration

In February, the Office of the Alumnae Association mails out the preliminary reunion program, preliminary class schedule, class reservation form, the slate of officers, and any other class-specific material. Additionally, at this time the same information will be available online. The Office of the Alumnae Association begins processing reunion reservations soon after these materials are mailed out.

If there are specific pieces of information your class needs to track, please think about how that might be accomplished. We are limited through our internal database and external vendor database systems, and therefore cannot always collect information through the registration form.

Financial Aid for Classmates

Each class determines whether they plan to offer financial aid to classmates. Once the decision has been made, the class works with the assistant director of classes and reunion to establish the 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 receives no more than \$250 in assistance.

All financial aid requests made by an alumna go through the assistant director of classes and reunion and are kept confidential. The class will receive the reconciliation with the total financial aid amount and number of alumnae assisted when the reunion reconciliation is mailed in August.

Reunion Reports

At the beginning of May, the Office of the Alumnae Association places the first set of weekly reunion reports on the web. These reports are accessible to the reunion chairs using the username and password that will be sent at the time of the first reports. Updated reports are placed online every Friday thereafter until reunion. Please share these reports with your reunion committee as necessary. These initial weekly reports will include:

- reunion attendance list (alumna name only)
- meal count list, including meal options (this report will not include names)
- insignia count list (this report will not include names)

If there is any information not included in this list that your committee needs prior to reunion, please let the Office of the Alumnae Association know as soon as possible. This allows enough time to create additional reports to make sure that your job is as easy as possible. Please note that the last set of reunion reports will include more information.

The last set of reunion reports available prior to reunion includes:

- reunion attendance reports
- meal attendance reports
- meal choice report
- insignia reports

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

There are several area hotels that alumnae may choose between if they do not wish to stay on campus. We will provide a list in the preliminary program and list those same hotels on our web site. All hotel reservations should be made by the individual. There will not be transportation to and from the campus.

Residence Hall Rooming

Residence directors complete the rooming for each class. The Office of the Alumnae Association provides residence directors with all of the information that is collected from the reservation forms. They use this and their knowledge of the residence hall to room your classmates.

If there are rooming changes throughout the weekend, these are handled by the student residence hostess.

Notes:

Reunion chairs receive free rooming in the residence halls during reunion weekend (exception: every chair on the 5th year reunion committee receives free rooming in the residence halls). 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 Association are stored in the Distribution Center until that weekend.

Tables and Chairs

Tables (6 foot rectangles and 60 inch rounds) and chairs are supplied at no cost. Tables and chairs for residence-hall use are delivered to the bell desk. Tables and chairs for specific events, i.e., 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 Office of the Alumnae Association handles all tent and caterer logistics. For the tents this includes working with the vendor, securing permits, ensuring the correct size, siting it 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 for 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 there are numerous vehicles shuttling alumnae wherever they need to go on campus. These vans make frequent runs between parking lots, residence halls, and academic buildings. In addition to these vans, golf carts are 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 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 items into a database and keep them for six months before donating them to Students' Aid Society.

Social Hour Considerations and Checklist

Notes:

Class social hours can be as simple or elaborate as you'd like; most classmates are grateful for the time together to catch up and talk. Regardless of your social hour theme, location, or budget, what follows is a general guide for items you may want to consider when planning your event.

Most social hours feature a bar. Some components you might think about are:

Alcohol

- Hard alcohol such as whiskey, bourbon, and scotch
- Hard alcohol such as rum, vodka, and tequila
- Other alcohol such as Kahlua, Baileys, or Chambord
- Wines such as merlot and chardonnay
- Beer

Mixers

- Dark colas such as Coca Cola or Pepsi
- Light colas such as Sprite or 7 Up
- Ginger Ale
- Juices such as tomato, cranberry, and orange
- Waters such as seltzer and tonic
- Garnishes such as lemons, limes, cherries, and olives

Other

- Clear cocktail cups
- Napkins
- Knife/cutting board
- Cork screw/bottle opener/can opener
- Shaker with strainer
- Stirrers and straws
- Trash cans
- Coolers

Additionally, some social hours include different types of food. In the past, reuning classes have tried a few of the following:

Food

- Hot such as mini quiches
- Cold such as crudités
- Preset such as cheese and crackers
- Munchies such as goldfish, party mix, or peanuts

Other

- Tablecloths
- Plates and napkins
- Serving bowls, platters, and utensils
- Toothpicks
- Can openers, cutting boards, and knives
- Trash cans

Catering Considerations and Checklist

Notes:

Pricing & Fees:

- Are wait-staff wages included in the price?
- Are linens included in the cost of the meal or is the committee responsible for table set-up?
- Are utensils, plates, cups, glassware, and coffee service provided and included in the price?
- What percent is the overage?
- If other staff attend the event (photographer, band members, wait staff, etc.) and receive a meal, is 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?
- What is the service charge? Does it include gratuity?

*Class meals are tax exempt. Be sure you get the proper certificate from the reunion chair.

Decorations:

- Is the caterer planning to handle decorations or will the class take care of them? Is there an extra charge?

Contacts:

- Which member of the catering staff will be in charge on the day of the event and how can he/she be reached?

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

Special Situations:

- Will there be open flames with candles, propane cookery, or ovens? Please speak with your Alumnae Association liaison about fire-marshall regulations. There may be an additional fee.
- How will food allergies be handled? Should guests contact the caterer directly before the event? What phone number should guests use?

*Classes should always offer a vegetarian option for the meals.

Billing:

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

Notes:

Based on the type of meal you have planned, you may have additional specific questions.

Specific questions for buffet or station dinners:

- 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? Who will pick it up? When? Where?
- If there are carving stations, does the caterer provide all the utensils and assume responsibility for overseeing each station?

Specific questions for 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 supper? Or after supper?

*Discuss whether or not clean up will get in the way of the program/speaker.

Specific questions regarding alcohol:

- Are you ordering alcohol or other beverages from the caterer? Will wine be passed, stationed on the table, or both? What is the refill policy? Is there a cork fee? An alcohol-liability fee?
- If alcohol/beverages are being ordered from the caterer, what is their policy on unused/unopened containers?

Publications Price List

Printing Costs:

(Printing and Letter Shop costs were last updated 10/08. Please note these prices are subject to change.)

Quantity			300	450	600
Paper:	8.5 x 11	1 side/1 color	\$63	\$66	\$72
		1 side/2 colors	\$72	\$81	\$93
		2 sides/1 color	\$83	\$94	\$104
		2 sides/2 colors	\$108	\$121	\$138
	11 x 17	1 side/1 color	\$70	\$73	\$80
		1 side/2 colors	\$79	\$89	\$102
		2 sides/1 color	\$90	\$102	\$116
		2 sides/2 colors	\$116	\$128	\$146
Postcards:	1 side/1 color	\$95	\$102	\$108 (Using photo +\$40)	
	2 sides/2 colors	\$100	\$110	\$118 (Using photo +\$40)	
Fold-over card:	1 side/1 color	\$105	\$116	\$124(Using photo +\$40)	
	2 sides/2 colors	\$120	\$131	\$144(Using photo +\$40)	
Envelope with logo:	#10 (mailing)	\$70	\$73	\$79	
	# 9 (insert)	\$70	\$73	\$79	
	6 x 9	\$74	\$80	\$88	
	9 x 12	\$80	\$88	\$99	
	10 x 13	\$84	\$94	\$108	
	A2 (4 3/8 x 5 3/4)	\$87	\$98	\$112	
	9 x 12 Tyvek envelopes		\$.43 each		
	10 x 13 Tyvek envelopes		\$.43 each		
Letter Shop Costs:	Affixing labels (each set)		\$15		
	Collating and stuffing		\$25		
	Bulk mail preparation		\$25		
	Mailing record books/directories		\$25		
	Ink jetting from digital class list:		\$12.50 set-up, .02 per piece		

Copy Center Costs:

(Copy Center costs were last updated 10/08. Please note these prices are subject to change.)

Regular copies	8.5 x 11	\$.05/page
Color copies	8.5 x 11	up to 100 sheets \$.50/page above 100 sheets \$.40/page
	11 x 17	up to 100 sheets \$1/page above 100 sheets \$.75/page

Postage Costs:

(Postage costs were last updated 09/07. Please note these prices are subject to change.)

First Class Letters: \$.42 for the first ounce \$.17 for each additional ounce
Three sheets and one return envelope equal one ounce. Approximate delivery time is two to three days, depending on destination. First class letters are forwarded.

Overseas Airmail: \$.92 for the first ounce, depending on destination.
Approximate delivery time is one week to 10 days.

Book Rate: \$2.58 for the first pound.
Approximate delivery time is one week to 10 days.

Standard A (bulk): \$0.12 cents for the first 3.3 ounces.
Seventeen sheets and two return envelopes equal 3.3 ounces. Approximate delivery time is 10–20 days, depending on destination. Any letters that need to be forwarded will be returned to the Office of the Alumnae Association.

Requirements for bulk rate: a minimum of 200 envelopes; weight cannot exceed one pound; materials cannot include advertisements for any products or services; mailing must be sent by the Office of the Alumnae Association; address and return envelope cannot be handwritten. The return address must be:

Class of _____
Wellesley College Alumnae Association
106 Central Street
Wellesley, MA 02481-8203