

Reunion 2010 (June 4, 5, 6) Planning Calendar

		<p>September 2009</p> <p>Save the Date magnet mailed to all reunion classes</p> <p>Start conference calls with reunion volunteers</p>	<p>October 2009</p> <p><u>30:</u> Request venues for dinners, dorms, programs, etc</p> <p>Volunteers should start discussing dinner plans with caterers</p>
<p>November 2009</p> <p><u>6:</u> First reunion chair letter to class due at AAVC office</p> <p><u>30:</u> Reunion interest postcards due</p> <p>First reunion mailing sent to classes</p>	<p>December 2009</p> <p><u>24:</u> Holiday break begins on campus. AAVC office closes</p>	<p>January 2010</p> <p><u>4:</u> AAVC office re-opens; dinner venues assigned by AAVC</p> <p><u>15:</u> Conference calls scheduled to determine pricing for registration forms</p>	<p>February 2010</p> <p><u>12:</u> Final day to request college speaker (Please go through the AAVC office to request faculty speakers).</p> <p>Second reunion chair letter for registration form due in AAVC office</p> <p>Dorms assigned to classes</p>
<p>March 2010</p> <p><u>12:</u> All reunion registration forms sent to printer in order to be mailed on time</p> <p><u>31:</u> Reunion registration opens on line at 9am</p>	<p>April 2010</p> <p><u>30:</u> All materials to be included in welcome packets due at AAVC office (including welcome letter from chair).</p> <p><u>30:</u> Final day to request equipment and purchase orders</p> <p>Conference call with committees.</p>	<p>May 2010</p> <p><u>19:</u> Housing deadline</p> <p><u>28:</u> Registration deadline (No one will be able register after this deadline)</p> <p>Last day to receive favors at Alumnae House</p> <p>Final conference call with committees</p>	<p>June 2010</p> <p><u>3:</u> 50th reunion begins at 3pm (50th Reunion Committee Orientation begins at noon)</p> <p><u>4:</u> Reunion orientation breakfast meeting for all reunion chairs 10am</p> <p><u>4-6:</u> Reunion 2010!</p> <p><u>22:</u> End of fiscal year approaching. All purchase orders, invoices, reimbursements must be settled</p>

2. REUNION OVERVIEW

Vassar College Reunion weekends are celebrated annually two weeks after commencement. Classes return to campus on five-year cycles, beginning with their 5th reunions and ending when their members are no longer physically able to return. To date we've celebrated many 75th reunions, but we are still waiting for an 80th reunion to be reached! Landmark reunion classes (60th, 50th, 25th, 40th, 10th) are given priority in their requests for reunion housing, dining, and programming space.

A program of lectures and tours is arranged by AAVC for all reunion participants to enjoy, and additionally, some classes choose to schedule their own specific events. In the same manner, some meals are planned by AAVC, while the individual classes plan others.

******Changes for 2010**

Students

Reunion class assistants (current students) will be provided for each class to help throughout the weekend. Student "concierges" will staff the residence halls working hand in hand with the class assistants to make your reunion experience a good one.

Friday Night Dinner/Saturday Lunches

The Friday night all class dinner, usually held under tents on Ballantine Field, has been moved indoors to Students' Building. This will allow for better facilities, while also saving on the cost of renting tents.

The Saturday lunch will also be held in the Students' Building, allowing for more comfortable environment.

Miscellaneous Charges and Post-Reunion Accounting

Charges that cannot be confirmed in enough time to close out the fiscal year (such as audio-visual equipment and services, set up fees, musicians, etc.) will be estimated on the final class bill and then charged correctly once we receive the final invoice.

Registration Deadline

Registration deadlines will be firm this year. We cannot accommodate the large numbers of alumnae/i who make their decision to attend reunion the Saturday of reunion. Though we recognize this is a shift from past practices, we must be firm with deadlines to ensure that those alumnae/i who register in advance have the satisfying experience they have paid for. (In the past, alumnae/i have been able to register at Reunion. People will no longer be able to register for meals or programs at the door. This year we have added a registration deadline a week before reunion.)

Housing

Housing rates will be \$80 per bed for the whole weekend. ONLY the 50th reunion will be allowed to stay on campus on Thursday night.

Class Favors

All merchandise delivered to Alumnae House prior to May 28, 2010 will be delivered to Walker Field House before you arrive. (Since the AAVC office moves to the Reunion Welcome Center beginning on Tuesday, June 1, we cannot guarantee that packages sent to our office after May 28 will be received.)

Catering

Finally, we are excited to announce that the Alumnae House has a new caterer, Gigi's Hudson Valley. Due to this exciting transition, there will be some changes with respect to alcohol service at reunion. **These changes will be discussed and outlined sometime in the middle of the fall.**

Reunion weekend is the culmination of many days, months, or years work by alumnae/i volunteers. **We thank you on behalf of your classmates, Vassar College, and AAVC for all of your work!**

2.1 CENTRAL CHECK IN AND REUNION WELCOME CENTER

The Welcome Center in the Walker Field House, North Bay offers several advantages to reunion planners and attendees:

- It lessens the responsibility of class volunteers and reunion committees
- it allows AAVC to handle the business side of reunion (including the sometimes awkward duty of asking for payment) creating better records of attendance and no-shows
- It completely frees reunion classes to enjoy the weekend rather than staffing a registration table
- It allows AAVC to immediately and effectively resolve any problems with an individual's registration, housing, meal selection, etc.
- It allows reunion attendees a wider contact with other classes, with AAVC staff, and other campus administrators
- It provides a constant source of information and contact with staff during reunion weekend
- It allows AAVC to manage reunion weekend from the back half of the Walker Field House.

The Reunion Welcome Center is located in the in the Walker Field House, North Bay will operate as listed below:

Friday, June 4, 2010	9 am – 10 pm
Saturday, June 5, 2010	11:30 am – 5 pm
Sunday, June 6, 2010	8 am - 2 pm (information and lost and found)

***The Welcome Center is no longer open on Thursday afternoons and there is no longer early check in for housing.**

(Please note the 50th reunion should check in at their assigned dorm. The 70th and 75th reunion classes should check in at Alumnae House and the 65th reunion classes in their residence hall.).

Our team of AAVC and Vassar representatives will collect monies and handle registration corrections on behalf of your class. **From the Reunion Welcome Center, your classmates will be sent to your class headquarters to be welcomed by you and your team.**

3. ROLE OF THE REUNION CHAIR AND VOLUNTEERS

3.1 CLASS PRESIDENT

The class president is primarily responsible for putting the team of Reunion Chair and Fund Chair in place if the positions were not filled after the previous reunion. If a nominating chair was not elected, the president should appoint one or recruit new class officers before reunion weekend so the assembled class may vote.

Class presidents are encouraged to be active volunteers during reunion planning and to offer their support to the reunion team wherever needed. The class president, along with the treasurer and reunion chair, should decide how much of the class treasury will be used to offset or support reunion expenses.

3.2 TREASURER

The class treasurer should be involved in discussions with the president, reunion chair, and AAVC concerning class funds and their use for reunion. The treasurer should be made aware of all decisions, but the reunion chair, president, and treasurer must come to a decision together on how much of the budget they use for reunion. When reunion is over the treasurer, president, and reunion chair must okay the actual reunion budget.

3.3 REUNION CHAIR

The reunion chair is responsible for the overall planning and theme for your class's reunion. If a landmark reunion is being celebrated, a reunion chair may recruit volunteers and create as many committees as necessary to effectively plan and manage reunion. Non-landmark reunion chairs may choose to handle most of the planning themselves with the assistance of the AAVC office.

Budgeting For Reunion

The attendees who register for reunion absorb most of the class expenses of the weekend, and class treasuries are frequently used (when available) to offset or underwrite events. The reunion chair, along with the class president and treasurer should determine how much of the treasury will be used toward reunion expenses and how much reunion should cost each classmate who registers. Classes are encouraged to leave a balance in their treasuries sufficient for paying the costs of one mailing to the entire class (about \$2 per person). More information can be found in the Reunion Cost section (Page 12).

Recruit and Manage Committee Volunteers

If a reunion chair decides to assemble committees responsible for planning different parts of reunion, AAVC can help by sharing the names of classmates who indicated their willingness to assist via the preliminary response card. Including as many people as possible in the planning can enhance Reunion, and some possible committees might be:

- Bulletin/book- to develop a questionnaire or biography guideline and assemble final product for print (mostly landmark classes)
- Program/Entertainment- to develop class specific activities.
- Saturday Dinner- to plan the preceding cocktail party, dinner, and an after-party if desired.
- Hospitality/Welcoming- to welcome classmates as they arrive and distribute class gifts or favors in residence hall/ class headquarters (not in Welcome Center).

Once the reunion volunteers are recruited, it is the responsibility of the reunion chair to make sure the committees are getting the work done according to schedule. The reunion chair must also be sure that they, along with AAVC, are kept informed of all plans being made.

Coordinate the Planning of Activities

Though a program chair will likely be needed to help plan more complex class events, the reunion chair is ultimately responsible for coordinating and communicating the class schedule of events. There are certain key or traditional elements that are recommended for the weekend as part of your class programs. These include a memorial service if desired or necessary, a class meeting where class nominations will be confirmed, and the Saturday night dinner. AAVC will print the schedule to mail to all classmates, and a final version of the schedule will be included in your classmates' welcome packets.

Communications

The reunion chair is key to all reunion related communications. Through two reunion letters, one in December and one in April, reunion plans and registration materials are sent to your class. AAVC will format and mail the letters; the reunion chair **must** author the

letter. The reunion chair must also be aware and informed of all communications between AAVC and the committee chairs. (Your AAVC contact **will assume** that all plans discussed with committee chairs have also been discussed with reunion chairs.)

Calendar Management

There are several key deadlines that must be met to keep reunion planning on track. The reunion chair should be mindful of these deadlines and make sure that all committees are aware of the time frame in which they have to work. Last minute or late requests and changes add unnecessary stress to the weekend and force us to react to circumstances rather than planning for them.

Favors

The reunion chair should select the class parade favor, goody bag, or other gift items that registered classmates will receive on campus. There are many promotional marketing companies that can help. We highly recommend New England Promotional Marketing and Ben Kaplan who has worked with AAVC for over 15 years, and already has many of the class and college logos on hand. (Telephone# 413-499-2401) You are free to use whatever vendor you'd like, but all vendors should understand that we are a tax-exempt organization, that we use either purchase order numbers to secure your order and that we pay invoices in full after your merchandise has been received or for purchases under \$2,000 we can use our corporate purchasing card. We ask that as much as possible that AAVC pay the bills, it can be difficult and sometimes not possible for us to reimburse certain expenditures.

When ordering your favors, quantities will have to be estimated. The preliminary response card numbers and past reunion attendance figures can be used as a guide for the number of pieces to order.

All reunion merchandise can be shipped to Alumnae House and we will store it for you until reunion. Please be sure that your vendors label all boxes as described in the Purchases and Deliveries section of the General Information (Page 18).

Onsite Management

The reunion chair will be the "go to" person on campus during reunion weekend. They will be the primary contact for student workers and AAVC staff. Reunion chairs should be sure to make clear to their student workers and the committee members that the chairs are the chief decision makers to avoid conflicting orders during the weekend.

Chairs will meet their student workers at the orientation meeting on Friday morning (or Thursday afternoon for the 50th reunion). When you arrive at your headquarters, you will find your class supply box. These boxes contain your class banner for display (if you have an extra banner) on your residence hall, lists of registered attendees and guest and a few supplies to help you get through the weekend (Think pens not hip flasks!).

REUNION CHAIR RESPONSIBILITIES

- Work with class president and treasurer to determine class treasury use.
- Order class favors.
- Appoint appropriate committee chairs and providing a list to AAVC.
- Write letters for December mailing and April registration mailing (Welcome letter in Reunion Packet are optional).
- Submit requests for speakers, equipment, program space in a timely manner according to reunion planning calendar.
- Channel all information between committee chairs and AAVC.
- Ultimately, make all decisions about reunion plans for the class.

- Prepare reunion schedule for the class and approving all changes and additions.
- Provide guidance and instructions to the student workers assigned to your class during the weekend.
- Attend the Reunion Orientation breakfast meeting at 10 am on Friday, June 4 of reunion weekend. Here you will meet your student workers and determine a schedule for them.

4. PLANNING YOUR REUNION

The complexity or simplicity of your reunion planning committee will be determined by a number of factors. If you are celebrating a landmark reunion (10th, 25th, 40th, 50th, or 60th), a more complex and class oriented program may be desired, more volunteers may be needed to staff reunion weekend, and a more comprehensive bulletin (class memory book) may be expected. All reunion classes may appreciate more free time to relax, wander, mingle, and enjoy spontaneous discussions among the group.

4.1 ATTENDANCE FIGURES

One of the most frequently asked reunion questions is, "How many people typically attend reunion?" The answer is influenced by many factors. The following are average reunion attendance figures that may help guide your plans.

Reunion	Alums	Guests	Kids	High Alum #	Low Alum #
5 th	230	35	0	232	166
10 th	120	54	16	136	96
15 th	51	22	21	78	52
20 th	110	38	43	125	92
25 th	151	61	76	166	87
30 th	70	22	43	90	56
35 th	53	23	21	94	45
40 th	112	42	3	135	88
45 th	69	14	1	76	49
50 th	137	52		169	111
55 th	45	17		80	39
60 th	63	9		83	47
65 th	25	9		32	15
70 th	5	3		10	1
75 th	2	2		3	1

Reunion attendance can be influenced by many factors, some which can be controlled, such as depth of program, and some which cannot, such as family or work obligations. We do know that when asked why they attend reunion the most frequently given answers by alumnae/i are to see friends and to see the campus.

4.2 CLASS PROGRAM

AAVC plans many activities and events throughout reunion weekend, but every reunion class is encouraged to create a program or event exclusive to that class. Past class programs have included panel discussions, faculty lectures, informal chats, poetry readings, books signings, musical interludes, jam sessions, sporting events, picnic games, movie screenings, after-dinner dances, and wine tastings.

SPEAKERS

Favored faculty members can add meaning and depth to a reunion program. We ask reunion classes **NOT** to approach faculty members directly, but to go through the AAVC office for the initial invitation. (Remember, we are also asking approximately 10 faculty members to speak throughout reunion weekend.) Once the faculty speaker is confirmed the

program chair will be placed in contact with the professor to discuss expectations for the event.

Lively programs can also be built around classmates, many of who are doing some very interesting things, post-graduation. Keep an eye on classnotes for the most recent news on what everyone is doing and think of possible reunion events like book signings, readings, and musical performances.

STUDENTS

Please remember that reunion occurs two weeks after the students have left campus. It is not practical to request student singing groups and bands. We also ask that you help us make a good impression on the students by treating them with the respect they deserve.

VENUES AND EQUIPMENT

AAVC will work with chairs to select the best locations for class events based on the type of program, estimated attendance, room availability and other events scheduled concurrently. If a speaker requires audio-visual equipment, AAVC will help make those arrangements either with campus media resources or an outside vendor.

CLASS SCHEDULE OF EVENTS

A copy of the events scheduled for your class will be included in the registration mailing in April. By outlining the program particular to your class, your friends may be encouraged to register. Keep in mind that it can be frustrating for reunion attendees when they do not have enough time to sit with friends, and wander the campus. Be sure that your class program includes a class meeting where your class will go over the new slate of officers.

PROGRAM CHAIR RESPONSIBILITIES

- Work with reunion chair to plan class events in the schedule for the weekend.
- Request faculty speakers before February 12, 2010.
- Discuss expectations with faculty speakers.
- Request audiovisual equipment by April 30th, 2010.
- Work with reunion chair to outline a copy of class program before February 12, 2010.
- Finalize class program in time for April 30th deadline for welcome packet materials.

4.3 SATURDAY EVENING RECEPTION AND DINNER

All classes are asked to plan their own Saturday night reception and dinner. (The 50th reunion class will plan all of their meals, if they so choose.) The Saturday evening dinner is, for many, the high point of reunion, and one that is looked forward to by your classmates. Planning is simple: a location must be requested, a caterer chosen, menu selected, and a plan to control walk-ins put in place.

LOCATIONS

There are many locations on campus suitable for class receptions and dinners, though not all are indoors. (Remember, landmark reunions have first request on venues.) Rooms large enough to hold 100+ people at tables of 8 or 10 are in short supply, and often tents are used throughout reunion weekend to accommodate larger groups. Some possible indoor locations and estimated capacities include:

Villard Room: 225 people
ACDC East Side: 125 people
Powerhouse Theater: 100 people
Athletic Center Lobby: 200 people

ACDC West Side: 250 people
Second Floor Students Building: 125 people
Alumnae House Dining Room: 100 people
Sculpture Gardens (untented): 75 people

Aula: 150 people

If a tent is needed for the Saturday night dinner, it will be provided at no cost to your class, as will the tables and chairs. **Your caterer must provide all tableware, service ware, glassware and linens needed for the dinner, and is responsible for renting, receiving and removing these items, including trash.**

SATURDAY RECEPTION

The reception can be held in the same location or a separate one from dinner. If held in two different locations, try to be aware of the distance from one venue to the other. Shuttle service can be arranged if necessary. This one-hour reception (full bar plus bartenders) is provided by Alumnae House and is included in the registration fee.

If you are not using the two campus caterers, your caterers will be responsible for obtaining a special events liquor license to serve wine, beer and hors d'oeuvres.

Also the caterer must be responsible for renting, receiving, and removing all equipment necessary to supply and serve your class dinner. AAVC will provide the tables and chairs for on campus meals, the caterer should provide all other needed items.

GATE (WALK-IN) CONTROL

The Saturday night dinner is one of the chief class expenses of reunion weekend. The class is charged for every meal served and therefore it is crucial to be certain that attendees have paid for every meal served.

AAVC will print meal tickets for each meal of the weekend for your class. They will be stuffed into welcome packets according to the meals an individual selects. **AAVC and your student workers will be responsible for collecting the tickets at the door.** This is often a great job for your student workers; have them set up at an entry point. You will be provided with an updated list of registrants on Saturday afternoon that will allow you to cross reference registrants, if needed.

TYPICAL DINNER PRICES

The average price per person for a Saturday night reunion dinner (based on the past three year average) typically includes the cost of the hors d'oeuvres at the reception, dinner wine and in some cases, extended bar service throughout or after dinner.

5 th reunion	\$46	30 th reunion	\$56	60 th reunion	\$53
10 th reunion	\$47	35 th reunion	\$53	50 th reunion	
15 th reunion	\$58	40 th reunion	\$67	Thursday	\$50
20 th reunion	\$56	45 th reunion	\$53	Friday	\$67
25 th reunion	\$60	55 th reunion	\$54	Saturday	\$71

Remember, these are the average prices that are charged to an individual registering, not the actual cost per person. Some of the expenses that may not be included are flowers, meals for campus guests of the class (i.e. faculty, President Hill) and rentals.

DINNER CHAIR RESPONSIBILITIES

- Make venue request for Saturday night reception party and dinner with Reunion Chair.
- Select menus for dinner and reception party hors d'oeuvres, including a vegetarian option.
- Plan table decorations, seating arrangements if needed.
- Decide whether dinner will be child friendly.
- Establish price for dinner for placement on registration form using planning-pricing guide (remember to include the reception hors d'oeuvres and dinner wine selections).

4.4 HOSPITALITY/ WELCOMING COMMITTEE

The power of a welcoming smile from a classmate should not be underestimated. The hospitality committee serves a very important role in reunion by making sure that every classmate arriving at your headquarter dorm feels welcome.

CLASS FAVOR DISTRIBUTION

All merchandise delivered to Alumnae House prior to May 28, 2010 will be delivered to Walker Field House before you arrive. (Since the AAVC office moves to the Reunion Welcome Center beginning on Tuesday, June 1, we cannot guarantee that packages sent to our office after May 28 will be received.) Your students will be available to stuff goody bags and decorate the dorm on Thursday evening before reunion, so the space and favors are all ready when you arrive at the dorm on Friday morning.

HOSPITALITY BAR

Hospitality beverages are delivered to each residence hall and placed in a designated room in the dorm. If more than one class shares a dorm, then supplies are also shared. Hospitality bars in dorms will have juice, water, and soda for refreshment all day and evening.

******New this year.** During specified times in the dorms, there will be a professional bartender who will serve wine and beer.

Friday afternoon 4:30 pm – 6:30 pm

Friday night 9:30 pm – 11:30 pm

Saturday afternoon 4 pm – 6 pm

Saturday night 10 pm – Midnight.

The cost of the hospitality beverages is included in the registration fees and all beverages will be refilled on Saturday morning. For more information on hospitality beverages, please see the Reunion Beverage Service section of this workbook (page 15).

ARRIVAL AND LUGGAGE ASSISTANCE

Though your classmates will first stop at the Welcome Center to pick up their room keys, nametags, meal tickets and access cards for the weekend, they will arrive eventually at the residence hall. Unloading should be handled promptly to avoid blocking the fire lanes, and your classmates should be directed to the nearest available (and legal!) parking lot as indicated by signs on campus.

Student workers will be available to assist with luggage beginning Friday morning at 9am (The 50th reunion's student workers will assist them on Thursday).

HOSPITALITY CHAIR REPONSIBILITIES

- Recruit volunteers to assist in welcoming classmates reunion weekend.
- Distribute favors as classmates arrive.
- Hang class banner in dorm and decorate with memorabilia if desired.
- Manage hospitality beverages with student worker assistance.

5. REUNION COST AND FEES

The per-person cost of reunion varies from class to class. Past dues collection, the balance in the class treasury, favors and class gifts selected, decorations, printing costs, audio visual equipment, the degree of underwriting, and menu selections are just a few of the items that can impact class reunion expenses.

The first step in planning reunion is to determine how much money the class will use from its treasury. Next, estimate the prices for favors, bulletins, audio-visual equipment, flowers, plants, centerpieces, and reimbursement of volunteers for expenses they may occur in the planning of reunion. The costs of your class favors can be passed onto classmates through the class assessment portion of your reunion registration fees and the class treasury may absorb other expenses.

In this planning guide, there are copies of registration forms used for Reunion 2009. The line items, such as registration fees, housing costs, menu prices, and transportation (bus) costs, are explained in more detail below.

****New this year:** No longer can checks be taken directly from the class treasuries. All expenses must be run through AAVC's reunion budget lines. This means all vendors that classes work with must submit a quote, then AAVC will generate a purchase order or for purchases under \$2,000 AAVC can use a corporate purchasing card. When the services are delivered and the vendor submits a final invoice, they will be paid. If vendors need further information please have them call AAVC directly and we will work out payment directly with them. Running all of the bills through budget lines also assures that all purchases will be tax exempt.

5.1 REGISTRATION FEES

Registration fees are different for every class and are composed of three separate elements: Campus Fees, Beverage Fees, and Class Assessment. All adults even those who are coming for a single day are expected to pay registration fees.

- Campus Fees: Used to offset the considerable expense of preparing the campus for reunion. Campus Fee: \$30.00.
- Beverage Fees: Used to provide hospitality beverages in your residence hall from 1pm on Friday until Sunday morning, and a professional bartender to serve wine and beer Friday & Saturday evening and night. As well as a one-hour reception on Saturday with alcohol. See Beverage Service section for details. Hospitality Bar: \$15.00. Saturday Reception Fee: \$15.00.
- Class Assessment: Used to offset class favors and other reunion expenses Will vary from \$0 per person to \$20+ per person.

5.2 AVERAGE COSTS AND FEES

Registration Fees: (These are three-year averages, inclusive of campus fees, beverage fees, and class assessments.)

5 th reunion	\$63	25 th reunion	\$73	45 th reunion	\$61
10 th reunion	\$61	30 th reunion	\$62	50 th reunion	\$82
15 th reunion	\$59	35 th reunion	\$61	55 th reunion	\$58
20 th reunion	\$61	40 th reunion	\$79	60 th reunion	\$62

Average Total Reunion Cost Per Person By Year (These are three year averages based on one person registering for all events and meals offered from Friday through Sunday- Thursday through Sunday for 50th reunion.)

5 th reunion	\$258	25 th reunion	\$294	45 th reunion	\$276
10 th reunion	\$270	30 th reunion	\$272	50 th reunion	\$414
15 th reunion	\$283	35 th reunion	\$277	55 th reunion	\$289

20th reunion \$278 40th reunion \$303 60th reunion \$264

These figures are simply intended to provide a reference to your plans, not to be an exact guideline that you are expected to follow.

5.3 HOUSING FEES, MEAL FEES, AND TRANSPORTATION COSTS

HOUSING:

Due to construction projects planned for summer 2010, all housing requests and assignments will be deferred until we know the scope of the projects in February.

MEALS:

AAVC plans several all-class meals throughout reunion weekend, which require advanced payment and meal tickets. These meals are included on the registration form, and are billed directly to AAVC. The class is responsible for planning only the Saturday night meal, which is also billed directly to AAVC then paid from the class registration receipts.

There are a wide variety of menus and price ranges to select from when investigating catering options. When selecting a caterer, be mindful of the expenses that may be included in the price for dinner. Ask the caterer about the following:

Meal	Flowers or centerpieces
Candles	Rental of Linens
Music	Service fees, delivery fees and gratuities
Table or service wares rental	

The Saturday dinner is one event that may cost your class a considerable amount of money if care is not taken to control walk-ins. There are several ways to curtail walk-ins, including meal tickets, which AAVC will produce and supply to each individual registrant. Please refer to the Saturday dinner information for a suggested control method.

TRANSPORTATION:

AAVC and the Vassar Club of New York (VCNY) will charter a bus to and from Manhattan for reunion weekend. The bus leaves the New York City from Bryant Park (between 5th and 6th avenues on 42nd St) on Friday at 11:30am and departs campus at 2pm on Sunday. The fees are \$30.00 each way.

5.4 OTHER EXPENSES

Keep in mind other expenses that may be incurred by your class in planning reunion. Some expenses are not always possible to anticipate but may affect the treasury if extra funds are not left in the balance.

(REUNION COSTS AND FEES CONTINUED)

These expenses may include, but are not limited to:

- Piano tuning/moving/rental
- Audio-visual equipment
- Gifts, honoraria*, meals for speakers and guests
- Reimbursements for volunteer expenses incurred in planning
- Printing and postage costs for reunion bulletins and other class mailings

Ideally, your class treasury should retain a post-reunion balance of \$2.00 per member. AAVC will, if necessary, carry your class in deficit until dues are collected in January after reunion.

**honoraria given to Vassar Faculty members in the form of cash is no longer allowed*

5.5 PREPARING THE REGISTRATION FORM

AAVC has created a standard registration form template that has an a la carte presentation of registration, housing, meal, and transportation fees. Those meals that are planned by our office already have the prices determined, but your class specific meals must be included on this form.

In order to customize each class' registration form, and add it to the online registration program, it is imperative that we receive your information (class assessment, meal fees, etc) **no later than February 5** to have all documents ready for the Spring registration mailing, and early April online registration opening. January telephone appointments will be scheduled with each of you to discuss all of the pricing that affects the registration form.

6. REUNION MAILINGS

AAVC sends three reunion mailings to each of the classes in a reunion year. Reunion chairs are asked to compose a letter for two of those mailings, but must do so within the given time frame. If you miss a deadline, or wish to send additional correspondence, we will still send it for you, and the expense will be charged to your class treasury.

The September mailing is a 'save the date' postcard with a reminder magnet and a response card that alums are asked to return to AAVC. The card and magnet are designed by AAVC.

The December mailing is the first opportunity we have to inform your classmates of some details that will help them make travel arrangements, to provide information about on and off campus housing, and to tell them who among their classmates hopes to attend reunion. If the November 6th deadline is met, we will include a letter from the reunion chair and a bulletin questionnaire if desired. (2 page maximum) If no letter is forthcoming, we will send one on your behalf.

The April mailing is the registration mailing, with a preliminary program of events, general information about the campus, and a registration form. If the February 12 deadline is met, we will include a letter from the reunion chair and a class schedule.

All reunion mailings handled by AAVC are proof read, classmate names carefully checked for spelling, and formatted to your class letterhead. If we have questions or concerns about the facts in a letter, we will contact the author and discuss them. All class members who have updated addresses receive reunion mailings, even if they indicate they are not able to attend.

Email is the preferred method for receiving letters from chairs; whenever a letter needs to be re-typed, the processing time is increased.

7. GENERAL INFORMATION

7.1 DINING ON CAMPUS

Meals during reunion weekend are a unique mix of festive all-class-get-togethers and private events for individual classes. To relieve your class of the cumbersome task of planning all meals for the weekend, AAVC organizes a number of them for you. The meal schedule for reunion weekend is as follows:

Friday, June 4th, 2010

Breakfast and Lunch (except for 50th class)

All-Class Dinner Buffet*

7 pm - 9:30 pm

On your own (ACDC Closed)

ACDC

Saturday, June 5th, 2010

Breakfast	7 am – 9 am	ACDC
All-Class Lunch	12:30 pm - 2 pm	ACDC
Class Reception	6:30 pm - 7:30 pm	Various Locations
Class Dinners	7:30 pm - 9:30 pm	Various Locations

Sunday, June 6th, 2010

Breakfast	7 am – 9 am	ACDC
Brunch*	11 am – 1 pm	ACDC

* Reduced prices will be offered for children 6 years and younger

Meal tickets will be required for all meals planned by AAVC, and will be included in your name badge in the individual registration packets that are assembled and distributed by AAVC. Your student class assistants will be responsible for collecting the tickets at Friday dinner and Saturday lunch.

7.2 **BEVERAGE SERVICE**

Hospitality bars in dorms will have juice, water, and soda for refreshment all day and evening. During specified times in the dorms, wine and beer will be served by a professional bartender. The hours of the bar will be Friday afternoon 4:30 pm – 6:30 pm, Friday night 9:30 pm – 11:30 pm & Saturday afternoon 4 pm – 6 pm, Saturday night 10 pm – Midnight. The beverage fee included in the registration fee covers the hospitality bar. Your class will be charged a separate expense for coffee and tea in the dorm in the morning.

Hospitality beverages will be supplied in quantities appropriate to the number of attendees in your class. Hospitality beverages are not meant to take the place of bars for your reunion events.

Additional or extended class social hours can also be arranged on in advance of the weekend.

7.3 **HOUSING ON CAMPUS**

Returning classes are housed in residence halls on campus, and class headquarters will be assigned by AAVC in January of 2010 (earlier if possible). Every attempt will be made to house classmates in the same residence halls, but room availability may dictate that some alumnae/i be placed in overflow housing.

As residence halls undergo renovations and summer student housing demand increases, fewer beds on campus will be available. As a result, housing will be on a first come first served basis. Rooming requests will be honored only if practical and possible. ***There will be no housing available after May 19.***

Classes will be required to share residence halls, classes may be split up into multiple residence halls. Classes sharing residence halls with other classes or with summer students should be mindful when designing programs and events in the residence hall.

Kitchens, lounges, parlors, pianos and lobby space will also be shared. Reunion chairs of classes sharing residence halls must coordinate with each other the equitable use of space and/or cooperative programs for the classes.

Remember: on campus housing = residence halls. These facilities are much the same as when you were students and are **NOT** comparable to hotel facilities. ***Please help us by communicating this to your classmates so their expectations will be realistic!***

Residence halls **DO NOT** have:

- Air conditioning or fans.

- Passenger elevators (except Jewett, Noyes House, Davison, and Main Building).
- Wheelchair accessible bathrooms (except Jewett, Davison, and Main Building).
- Double beds or extra mattresses.
- Private bathrooms.
- Bedside lamps.
- Telephones for outside calls.

Residence halls **DO** have:

- Single beds.
- Community (unisex) bathrooms.
- Stairs (lots and lots of stairs).
- Limited number of first floor rooms.
- Very few double rooms or "suites".

There are no porters to assist with luggage, although student workers are available to help beginning at 9 am on Friday. The residence halls will open at 9 am on Friday, June 4, 2010, with the 50th reunion's dorm being available on Thursday, June 3 at 3 pm. Anyone requiring housing in Poughkeepsie prior to Friday, should make other arrangements.

7.4 HOUSING OFF CAMPUS

Off campus housing offers an alternative for those returning alumnae/i who do not wish or who are not able to stay in a residence hall. There are a limited number of nearby hotels and many book up early due to other local events during reunion weekend. Area hotels that may have rooms available are listed on Page 25 and hotels with special Vassar rates will be available at www.aavc.vassar.edu under the "Reunion" Page.

7.5 DISABILITY OR SPECIAL NEED CONCERNS

Classmates who may have special needs, including but not limited to housing requirements, should let AAVC know on their registration form. The Office of Disability and Support Services works closely with AAVC to provide a maximum level of comfort to all returning alumnae/i. Reunion attendees with disability issues will be housed in Jewett.

As previously stated, most residence halls and even some classroom buildings are not accessible to everyone. Guests in wheelchairs, those who use electric scooters, crutches, walkers, or who have "stair issues" may not be able to comfortably stay in or visit all buildings on campus.

Services arranged in the past include reunion materials printed in Braille, oxygen delivery, wheelchairs, lift vans for shuttling around campus, and personal care attendants (paid for by the individual.) Such arrangements may require time to coordinate, so please inform us of special needs as far in advance as possible. Every attempt will be made to meet the requests.

A reminder: student workers are **NOT** personal care attendants. Anyone needing special personal assistance should make plans to bring a care provider with them.

7.6 CHILDREN AT REUNION

Children of all ages are welcome at Reunion, and a Saturday evening program will be arranged for children of various ages. AAVC is currently working with Children's Conference Care, Inc. (CCCI). More information about CCCI can be found at their website <http://www.childrensconferencecare.com>. Separate registration forms will be mailed to those classes that will be needing childcare. After careful consideration and consultation with the college, babysitting services can no longer be offered.

7.7 STUDENT WORKERS

Student workers are hired by AAVC to assist with various tasks over reunion weekend. Each class will have reunion assistants who will work exclusively with them, the number of assistants varying from class to class depending on attendance. Reunion chairs will meet their class assistants on Friday, June 4, 2010 at orientation and the students' schedules for the weekend should be discussed at that time.

On Saturday morning, your reunion assistants will play an important role in preparing your class for the alumnae/i parade. By 9 am on Saturday morning, your assistants must report to the AAVC student headquarter to pick up special assignments, balloons, banners, poles, and help guide your classmates to their proper starting point along the parade route.

- Class assistants should be scheduled to work 32 hours each over the weekend and should not be scheduled for more than 39 hours.
- The following schedule is suggested:
 - Thursday (50th reunion assistants) 1 pm – 10 pm.
 - Friday 10 am – 10 pm.
 - Saturday 9 am - 11 pm.
 - Sunday 9 am -3 pm.
- Students are not permitted to drink while they are working, and many are not old enough to drink legally; please be cognizant of this during your social hours, and report any student drinking to AAVC.
- If you wish to invite your students to join your class for meals, be sure to inform the caterer, as well as the students! AAVC does provide food for the students, but it is your responsibility to ensure that the students are able to leave during the scheduled mealtimes.
- It is not appropriate to ask or expect students to help with the personal care of a classmate.
- Residence halls will be staffed by student concierges who will work in tandem with the class assistants. As a result, there will be a student available to assist your class in the dorm from morning until evening.

7.8 PARKING ON CAMPUS

“Vassar does not have a parking problem, it has a walking problem.” As a residential campus, on campus parking is extremely limited including handicapped spaces. There are special lots designated for reunion and shuttles will run back and forth from the lots throughout the weekend. Alumnae/i are asked to respect all parking restrictions, especially in the fire lanes in front of residence halls. If you need to drop off your luggage, please do so without parking in front of the residence hall, and move your car immediately. ***We cannot guarantee or reserve parking spaces for anyone, even those with handicapped plates.***

7.9 ALUMNAE/I PARADE, BANNERS & FAVORS

The alumnae/i parade is a colorful part of the weekend not to be missed, as all returning classes gather in their pre-assigned locations on Saturday morning to march to the Celebration of Reunion Volunteers and Gifts. You may want to appoint a parade marshal to help steer your classmates to their place along the route, to assist your student workers in distributing balloons (ordered by AAVC) and to get the group moving when the parade begins.

Each class should have its own banner stored at Alumnae House; some classes have specially made parade banners. AAVC will keep the banners until reunion, unless a class wishes to take a parade banner for updating. Class banners used in residence halls will be handed out at Friday's orientation meeting, and parade banners will be attached to poles and delivered to the parade route on Saturday morning.

Your classmates look forward to receiving a reunion favor or memento, perhaps one that can be worn proudly in the parade and taken home as a souvenir of a great time. These favors, some featuring class colors, often have original artwork, bold letters and numbers proudly displaying class years. Tee shirts, umbrellas, hats, visors, bandanas and tote bags are among the most popular favors, bubbles and temporary tattoos among the most original.

When ordering favors, be aware that final order quantities and sizes are needed before final registration numbers are available . . . good estimates based on preliminary responses are needed.

7.10 PURCHASES AND DELIVERIES

Most reunion purchases require a purchase order number, and the original invoice for payment. The purchase orders come from the College and AAVC will get the purchase order numbers for your vendors. Keep in mind:

- A purchase order number is a promise of payment from Vassar College. If your vendor requires a deposit or advance payment we can make those arrangements, as well.
- Making purchases through AAVC can save money with our tax exempt status
- We can pay bills from your class treasury with a faxed copy of an invoice. **Original invoices** are needed to pay off purchase orders.
- Be sure your class year is listed prominently on all bills and boxes sent to AAVC
- Volunteers should not make any payments to speakers, DJ's or other persons hired to present some piece of reunion weekend. If payment is not submitted through the proper channels, classmates and volunteers run the risk of not being able to be reimbursed.

All invoices and deliveries for reunion should be sent to Alumnae House using the following address:

Class of _____
Reunion 2010
Alumnae House
161 College Avenue
Poughkeepsie NY 12603-2804

It is important that your class year be clearly labeled on the outside of the box. This will aid us in "quick checks" to see what has arrived. Remember there are 12 or more classes sending boxes to AAVC for reunion, so clear concise labeling is appreciated.

7.11 EQUIPMENT AND SERVICES

With advanced notice, AAVC can arrange special equipment for your class's use during reunion weekend. This equipment may include audio-visual set ups, tents, tables, electrical hookups, stages, dance floors, pianos, as well as other items. Please remember that there are limits to what we can supply, and plan reasonably. Many of these items must be rented from outside vendors, and in most cases, the expense will be passed on to your class. We ask that all requests for special equipment be forwarded to AAVC no later than April 30th, 2010.

7.12 CAMPUS FACILITIES

Every attempt is made to offer alumnae/i access to as many campus facilities as possible over reunion weekend. ***The hours listed below are not yet fixed, and are subject to change.*** Confirmed times will be published in the preliminary program mailed prior to reunion weekend, and in the final program distributed on campus.

The Retreat

Friday & Saturday 8:30 am – 4 pm.

Sunday closed.

The Kiosk

Friday, Saturday & Sunday closed.

The College Store

Friday & Saturday: 9 am – 7 pm.

Sunday: 9 am – 3 pm.

The Library

Friday: 8:30 am – 5 pm.

Saturday: 9 am – 5 pm.

Sunday: 9 am - 12 pm.

1951 Athletic and
Fitness Center

Hours to be determined in May of 2010

Pool at Walker

Hours to be determined in May of 2010

Golf Course
(9 holes)

(Closed November - April)

Friday 8 am until dark

Saturday 7 am until dark

Modest green fees, clubs, and carts can be rented.

Call (845) 473-9838 for tee times.

Tennis Courts

Open Daily

7.13 MISCELLANEOUS INFORMATION

Central Welcome Center is run and manned by AAVC staff, students, and campus volunteers, freeing class members to enjoy the weekend.

Registration Packets for each reunion attendee will be prepared and distributed by AAVC at the Central Check in and Welcome Center. Each registration packet will include:

- AAVC final reunion program with map.
- Nametag for registrants and guests.
- Meal tickets for meals ordered.
- List of registered attendees and guests for your class.
- Campus updates.
- Class schedule and all other class communications as sent to AAVC by April 30th 2010.

Golf Cart Shuttle Service is now used in addition to large buses and campus vans. These carts will be available during most parts of the weekend, with some exceptions where they are needed for other tasks. Shuttle runs for large groups of people will have to be made by buses and vans. Sorry-only reunion workers are allowed to drive the carts. Only the 65th, 70th and 75th Reunions will have golf cart transportation in the parade.

The Alumnae/i Parade now rolls rain or shine 15 minutes after the end of the Presidents' Hour.

8. AAVC CONTACT INFORMATION

REUNION COORDINATOR

Angela Dysard

Associate Director of Alumnae Relations for Reunion

(845) 437-5442

e-mail: andysard@vassar.edu

AAVC

Alumnae House

161 College Avenue

Poughkeepsie, NY 12603-2804

Phone: (800) 546-7282 or (845) 437-5445

Fax: (845) 437-7425

8.1 Local and Preferred Vendors

BALLOONS

The Lollipop Tree and Flower Shop

37 Lincoln Ave
Poughkeepsie, NY
12601-4524
(845) 471-8733
www.lollipoptreeflowershop.com

CATERERS

Gigi's

845.876.1007
<http://www.gigitrattoria.com/>

Campus Caterers

Prefers that all communication go through AAVC

Reunion Favors - Hats, Totes, Tee-Shirts

New England Promotional Marketing (NEPM)

Ben Kaplan
413-499-2401
www.nepm.com

DJ's

Premier Party Source

845-896-0978
www.premierpartysource.com

Sound Choice Entertainment

845-635-3138
www.rockinrobert.com

FLORISTS

Mariannes Floral

(800) 501-7821
www.mariannesfloral.com

Morgan's Florist

511 Haight Ave
Poughkeepsie, NY
12603
845-471-3960
800-944-9480
www.morgansflorist.com

Parisella's Flower Shop

1104 Dutchess Turnpike
Poughkeepsie, NY 12603
845-452-6260
800-317-6737
www.parisellasflowers.com

Sabellico Greenhouses & Florist

33 Hillside Lake Road
Hopewell Jct., NY 12533
845-226-5943
800-476-1959

LIQUOR STORES

Arlington Wine & Liquor

718 Dutchess Turnpike
Poughkeepsie, NY 12603
Toll Free: 866-729-9463

Oasis Beverage Center

736 Main St
Poughkeepsie, NY
(845) 452-7467

PIANOS

Vincitore's

748 Main Street
Poughkeepsie, NY 12603
845-452-4990
800-303-8462

PRINTING

Pronto Printer

John Marvin
2085 E. Main Street
Route 6
Cortlandt Manor, NY
10567
914-737-0800

Eastern Offset

65 Page Park Drive
Poughkeepsie, NY 12603
845-471-23

9. REUNION WEEKEND WALK THROUGH

Copies of the final program from Reunion 2009 are included in this packet so that you may see what AAVC arranges for reunion. Changes will be made to the 2010 Reunion schedule, but the basic flow will remain the same. **AAVC strongly urges you to prepare a copy of your class reunion schedule to be included in the April registration mailing, and classmates' welcome packets**

Thursday, June 3, 2010

- 12 pm Orientation meeting for 50th reunion chairs and committee members and their student class assistants.
- 3 pm Residence Halls open for the 50th reunion.

Friday, June 4, 2010

- 9 am Central Check in and Welcome Center opens at Walker Field House
- 10 am Orientation meeting for reunion chairs and students class assistants. Breakfast to follow (by invitation only)
- 1 pm Reunion officially begins
- 2 pm Academic programs, campus tours
- 7 pm All Class Dinner at All Campus Dining Center (Students' Building)
- 10 pm Fireworks over Sunset Lake
- 10 pm Matthew's Mug open
- 10 pm Central Registration closes

Saturday, June 5, 2010

- 7-9 am Breakfast at All Campus Dining Center (Students' Building)
- 9:30 am Presidents' Hour in Chapel
- 10:30 am Alumnae/i Parade
- 11:30 am Central Check opens
- 11:30 am Celebration of Reunion Volunteers & Gifts
- 12:30 pm All Class Lunch at All Campus Dining Center (Students' Building)
- 1:30-2:30 pm Free Time/Class Time
- 2:30 pm Academic Programs & Campus Tours
- 4:30-6:30 pm Donor Societies Receptions (by invitation only)
- 4:30-6:30 pm AA and Alanon Joint Meeting
- 5 pm Central Registration closes
- 6:30 pm* Class Reception & Dinners*
- 10 pm-2 am Matthew's Mug open

*Reception will begin at 6:30pm and dinner at 7:30pm. If you would like to request a different start time, please do so as soon as possible.

Sunday, June 6, 2010

- 7-9 am Breakfast at All Campus Dining Center (Students' Building)
- 8 am Welcome Center opens
- 10 am Reunion Service of Remembrance
- 11 am Sunday Brunch at All Campus Dining Center
- 2 pm Residence Halls close

AAVC plans this schedule for your ease and enjoyment, but based on experience and evaluations from past attendees, there is an expectation that reunion weekend will include some sort of class program. Whether it is a lecture, discussion, sporting event, tour or a class memorial service, these events made known to your classmates in advance of the weekend, can encourage their participation.

Reunion 2010 Fact Sheet
Friday, June 4 - Sunday, June 6
50th Reunion begins at 3pm on Thursday, June 3

Registration

- Registration materials will be mailed in April and online registration will be available on the AAVC website beginning April 1. You must register to attend reunion, and please be sure to keep your address up to date with AAVC.

Arrival Information

- Residence Halls open at 9am Friday, June 4 for arrivals. All alumnae/i except the 50th reunion and those classes staying at Alumnae House should go to the Reunion Welcome Center at the Walker Field House to pick up your nametag, meal tickets, and schedules for the weekend. After 10pm, late arrivals should go to the Campus Response Center in Main Lobby and Security will contact our “reunion housing specialist” to help you get into your room.

Transportation and Travel Information

- **Chartered Bus Service will be offered by the Vassar Club of New York to and from New York City** - Buses will depart on Friday, June 4, 2010 at 11:30am and return on Sunday, June 6, 2010 at approximately 5pm. Reservations may be made on the registration form in April. \$30 each way.
- **Air: Stewart International Airport** in Newburgh, NY is 45 minutes from Poughkeepsie. Ask your travel agent about regularly scheduled passenger service. For airport information call 845.564.2100 or check the web at <http://www.panynj.gov>
- **Train: Metro-North** and **Amtrak** serve the Hudson Valley, connecting NYC and Poughkeepsie.
 - Metro-North: 800.638.7646 or <http://www.mta.info/mnr/>
 - Amtrak: 800.872.7245 or <http://www.Amtrak.com>
- **Driving instructions** and maps may be found on the Vassar College website <http://www.vassar.edu>

College Quick Numbers for Reference:

AAVC	845.437.5445
Admissions	845.437.7300
Development Office	845.437.5400
Athletic Department	845.437.7450
The College Store	845.437.5870
Career Development Office	845.437.5285
Financial Aid Office	845.437.5320
Registrar’s Office	845.437.5272
Main Switchboard	845.437.7100

Children at Reunion

Children of all ages are welcome at Reunion, and programs will be offered on Saturday, June 5. More information will be available in January. After careful deliberation, we have decided that babysitting services will no longer be offered.

Housing

Returning classes are housed in residence halls on campus, and class headquarters will be assigned by AAVC in January of 2010. Alumnae House is reserved for the 70th and 75th reunions, as many members as can be accommodated. *On campus housing cannot be guaranteed to those registering after May 19, 2010. Due to dorm renovations housing will be extremely limited this year.* All residence halls (except Alumnae House) are \$80.00 per bed for the weekend.

**Family Housing will be offered in the Terrace Apartments and/or South Commons to those parents traveling with two or more children.* There are limited units available, so be sure to register early in April. Family Housing fees are \$300 per family for the weekend. These apartments will be exclusively reserved for families with two or more children; all other alumnae/i requesting on campus housing will be in residence halls. (Apartment keys must be picked up and returned at the Reunion Welcome Center.) Please note that because many of these units have staircases, they may not be appropriate for very young children.

Room assignments will be made prior to reunion weekend, and special requests will be honored if possible. If you have special housing or privacy needs, require a guarantee of those needs, or have simply become accustomed to a certain level of comfort, please consider off-campus arrangements at one of the local hotels, and reserve early. **Due to housing shortage some special rates have been made available at the hotels listed below, just mention Vassar Reunion.**

Courtyard by Marriott 2641 South Rd (Rte. 9) Poughkeepsie, NY 12601 845.485.6336 Special rate until May 7, 2010	Mercury Grand Hotel 2170 South Rd. Poughkeepsie, NY 12601 845.462.4600 Special rate until April 22, 2010	Hampton Inn 2361 South Road (Route 9) Poughkeepsie, NY 12601 845.463.7500 Special rate until May 3, 2010
Marriot Residence Inn 2525 South Road (Rte. 9) Poughkeepsie, NY 12601 845.463.4343	Poughkeepsie Grand Hotel 40 Civic Center Plaza Poughkeepsie, NY 12601 845.485.5300	

Website

For more information, check our reunion web pages on the website at www.aavc.vassar.edu. A preliminary schedule of events and on-line registration will be

Name:

Class Year:

A P P E N D I X A

REUNION CHAIR CHECK LIST

As class reunion chair, you are expected to manage the volunteer team you put together to plan the weekend. Apart from the list of tasks below, being the reunion chair means communicating all reunion decisions to your subcommittee chairs. You will serve as the chief liaison between your committee and AAVC.

- ❑ Determine what you want the weekend to be. (Fun, relaxing, stimulating)
- ❑ Determine the desired cost of reunion to your classmates, and what your class treasury can afford to supplement (with input from president, treasurer and AAVC)
- ❑ Solicit and manage volunteers to aid in planning or running events
- ❑ Return planning worksheets to AAVC by appointed date (see list below), collecting from volunteers.
- ❑ Compose your first reunion letter and/or questionnaire and send to AAVC by **November 13** for inclusion in first reunion mailing
- ❑ Decide on class favors before **February 5**
- ❑ Determine with AAVC prices for class items on registration forms by **February 5**
- ❑ Request college speakers by **February 12**
- ❑ Compose registration letter and send to AAVC by **February 19** for inclusion in registration packet mailing
- ❑ Set preliminary class schedule and send to AAVC by **February 19**
- ❑ Finalize class schedule and any additional materials to be included in welcome packet (i.e. welcome letter) and send to AAVC by **April 30**
- ❑ Request any necessary equipment with AAVC by **April 30**

Deadlines for Reunion worksheets to be returned to AAVC:

Saturday Dinner Worksheet	Submit to AAVC by January 29, 2010
Favor Worksheet	Submit to AAVC by February 5, 2010
Program Worksheet	Submit to AAVC by February 12, 2010
Book/Bulletin Worksheet	Submit to AAVC by February 12, 2010

Name:

Class Year:

APPENDIX B

PROGRAM WORKSHEET

Please submit to AAVC by February 12, 2010

Class Program 1

- Topic/ description:
- Day and Time:
- Faculty speaker(s) requested:
- Type of Program (lecture, slide show, panel discussion, etc.):
- Title to be put in class schedule:
- Participants:
- Needs (food, beverage, podium, tables, microphones, radios, etc.):

Class Program 2

- Topic/ description:
- Day and Time:
- Faculty speaker(s) requested:
- Type of Program (lecture, slide show, panel discussion, etc.):
- Title to be put in class schedule:
- Participants:
- Needs (food, beverage, podium, tables, microphones, radios, etc.):

Memorial Service (if you would like to plan a class specific memorial)

- Day and Time:
- Preferred Location:
- How many chairs will you need?
- Will you need a microphone?

Preliminary Class Schedule Completed? _____

(If yes, please send a copy of Preliminary Schedule to AAVC by **February 12** for inclusion in Spring registration mailing.)

Name:

Class Year:

APPENDIX C

SATURDAY DINNER WORKSHEET
PLEASE RETURN TO AAVC BY JANUARY 29, 2010

A. The Essentials

- a. Number of adults expected:
- b. Children welcome:
- c. Tables of 8 or 10:

B. Reception Hour

- a. Start time: (6:30 pm recommended)
- b. Preferred location:
- c. Hors d'oeuvres (if desired) and price:
- d. Cost per adult:

COCKTAIL HOUR COST: _____ PER PERSON X _____ ADULTS = \$ _____

C. Dinner

- a. Start time: (7:30 pm recommended)
- b. Caterer:
- c. Linens/ tableware rentals included in price?
- d. Cost per adult:
- e. Entrée selections:
 - i.
 - ii.
 - iii.
- f. Preferred locations:
 - i.
 - ii.

SAT. DINNER COST: _____ PER PERSON X _____ ADULTS = \$ _____

(OVER TO COMPLETE)

D. Drinks

- a. Full bar (\$15-\$25) or wine with dinner (\$15)?
- b. Extended bar service? How many hours?
- c. Cost per adult:

BAR COST _____ PER ADULT X _____ ADULTS = \$ _____

E. Entertainment (DJ, band, boom box and speakers)

- a. Vendor:
- b. Cost:
- c. Start and end time:
- d. Will there be a speaker? Microphone and podium needed? Stage?

ENTERTAINMENT COST: _____

F. Decorations and Table Centerpieces (flowers, balloons)

- a. Vendor:
- b. Description:
- c. Cost per table:

COST PER TABLE CENTERPIECE _____ X _____ TABLES = \$ _____

G. Special Requests (tent, dance floor, stage, transportation)

COST: _____

\$ _____ COCKTAILS
\$ _____ DINNER
\$ _____ BAR
\$ _____ ENTERTAINMENT
\$ _____ DECORATIONS
\$ _____ SPECIAL REQUESTS

\$ _____ GRAND TOTAL FOR SATURDAY DINNER

Please submit completed worksheet to AAVC by January 29, 2010.

Chair Name:

Class Year:

A P P E N D I X D

B O O K / B U L L E T I N W O R K S H E E T

Please Return to AAVC by February 12, 2010

1. What items will be included in the book or bulletin?

- Directory of Classmates? (provided by AAVC)
 - If yes, what is the preferred order of listing?
 - _____ By Vassar Last Name
 - _____ By Current Last Name
 - _____ By State

- Necrology? (provided by AAVC)
 - If yes, what is the preferred order of listing:
 - _____ Date of Death (if known)
 - _____ Current Last Name
 - _____ Vassar Last Name

- Photos? _____ If yes, color or black & white?

- Completed Questionnaires?
 - _____ As sent in by classmates
 - _____ Retyped and reformatted

- If sending questionnaires:
 - To whom should the responses be sent?
 - What is the deadline for receiving the responses?
 - What is the style? (open ended question, fill in blank, etc)
 - **If using questionnaires, please be sure and get them to the reunion chair by November 18th for inclusion in the first Reunion mailing!!!**

(OVER TO COMPLETE)

2. How will it be distributed? (please check one)

- ___ Mailed before Reunion to all classmates
- ___ Given out at Reunion to those attending
- ___ Mailed after Reunion to:
 - ___ Dues paying classmates
 - ___ All Classmates
 - ___ Other, describe (Respondents, etc)

3. Book Design

- Dimensions:
- Cover art:
- Binding:
 - _____ Saddle stitched
 - _____ Spiral
 - _____ Perfect binding
 - _____ Stapled (top left?)

4. Printing

- Vendor:
- Date Sent to Printer:
- Number of Books:
- Cost per Book:
- Total Cost of Reunion book or bulletin: \$ _____

****All bulletins MUST include the following sentence on the FIRST page:**
“This information is for use by Vassar volunteers to advance the mission of AAVC and Vassar College. It is NOT to be used for personal gain or interests.”

****Please make sure AAVC receives three (3) copies of your class reunion bulletin for your class archives.**

Please Return to AAVC by February 12, 2010

Name:

Class Year:

APPENDIX E CLASS FAVOR WORKSHEET

Please complete and submit to AAVC by February 5, 2010

- Item(s):
- Color:

- Vendor:
 - Number ordered:
 - Sizes (if applicable):
 - Cut off order date for Reunion delivery:
 - Date ordered:
- **Favors must be received in Alumnae House by May 28th**

❖ Cost per item: \$ _____ X _____ items = \$ _____ total

❖ Distribute to: (check all that apply)

_____ Classmates

_____ Guests/Spouses

_____ Kids

TOTAL COST PER PERSON TO ADD AS CLASS ASSESSMENT (IF DESIRED): \$ _____

****Please address all deliveries to AAVC as follows:**

AAVC

Class of _____, Reunion 2010

161 College Avenue

Poughkeepsie, NY 12603