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Office of the Alumnae Association Contacts

Notes: Wellesley College Alumnae Association  
106 Central Street  
Wellesley, MA 02481-8203

781-283-2331  
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# Master Time Line

## Fall 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>WCAA mails “Save the Date” postcard to all alumnae in reunion cycle.</td>
</tr>
<tr>
<td></td>
<td>WCAA and reunion chair set up the fall committee meeting, preferably at Wellesley.</td>
</tr>
<tr>
<td>October 1</td>
<td>WCAA sends financial packet to treasurers. Reunion treasurer opens a reunion checking account using “Class of 19XX/20XX Reunion” as the account name.</td>
</tr>
<tr>
<td>November 15</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Insignia chair forwards insignia charges and description to reunion chair.</td>
</tr>
<tr>
<td></td>
<td>Program chair forwards program information to reunion chair.</td>
</tr>
<tr>
<td>December 1</td>
<td>Reunion chair submits completed “December class events form” to WCAA, including all catering, insignia, and programming information.</td>
</tr>
</tbody>
</table>

## Winter 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Reunion chair proofs and approves class registration form and preliminary class schedule.</td>
</tr>
<tr>
<td>January 16</td>
<td>Last day to make changes to class registration form and preliminary class schedule.</td>
</tr>
<tr>
<td>February</td>
<td>WCAA mails reunion reservation materials, including preliminary program, class registration form, preliminary class schedule and slate of officers to classes using special bulk mail.</td>
</tr>
<tr>
<td>February 15</td>
<td>Reunion chair submits text for spring letter to WCAA (optional).</td>
</tr>
<tr>
<td>March</td>
<td>Reunion chair submits completed “March class event form” to WCAA. Registration opens.</td>
</tr>
<tr>
<td>March 15</td>
<td>WCAA mails reunion chair letter to classmates. *Record Books should be mailed at this time.</td>
</tr>
</tbody>
</table>
Spring 2009

April  
- WCAA forwards $5,000 to reunion treasurer from reunion registration funds.
- Reunion chair and residence hall chair tour residence halls with staff member (optional).
- Reunion chair reports any changes to “class events 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 (see page 51 of this guidebook for more information).
- 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 12–14  
- Reunion Weekend!
Weekend Time Line

Friday  Morning: 9 A.M.  Residence halls open for committee members (exception: Stone Davis)  Student staff available  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 Severance Green Tent

8:30 P.M.  Open Time

Saturday  Morning: 7:00 A.M.  Breakfast in residence halls

9:30 A.M.  Class Meetings in residence halls

11:00 A.M.  Faculty Lectures/Open Houses (one hour)

Afternoon: 12:00 P.M.  Reunion Picnic in Severance Green Tent

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.  Breakfast in residence halls

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.  Class Picnics in various locations

4:00 P.M.  Reunion ends
Assignment of Class Headquarters

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

<table>
<thead>
<tr>
<th>Reunion</th>
<th>Class</th>
<th>Headquarters</th>
<th>Saturday Dinner</th>
<th>Sunday Picnic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>2004</td>
<td>Bates</td>
<td>Bates Dining Room</td>
<td>Bates Dining Room</td>
</tr>
<tr>
<td>10th</td>
<td>1999</td>
<td>Pomeroy</td>
<td>Event Tent</td>
<td>Event Tent</td>
</tr>
<tr>
<td>15th</td>
<td>1994</td>
<td>Freeman</td>
<td>McAfee Dining Room</td>
<td>McAfee Dining Room</td>
</tr>
<tr>
<td>20th</td>
<td>1989</td>
<td>Claflin</td>
<td>Claflin Rec Room</td>
<td>Claflin Rec Room</td>
</tr>
<tr>
<td>25th</td>
<td>1984</td>
<td>Stone-Davis</td>
<td>Schneider Tent</td>
<td>Schneider Tent</td>
</tr>
<tr>
<td>30th</td>
<td>1979</td>
<td>McAfee</td>
<td>College Club Lawn Tent</td>
<td>College Club Lawn Tent</td>
</tr>
<tr>
<td>35th</td>
<td>1974</td>
<td>Shafer</td>
<td>Shafer Tent</td>
<td>Shafer Tent</td>
</tr>
<tr>
<td>40th</td>
<td>1969</td>
<td>Cazenove</td>
<td>College Club</td>
<td>Cazenove Lawn</td>
</tr>
<tr>
<td>45th</td>
<td>1964</td>
<td>Severance</td>
<td>Severance/ Tower Dining Rooms</td>
<td>Severance/ Tower Dining Rooms</td>
</tr>
<tr>
<td>50th</td>
<td>1959</td>
<td>Tower Court</td>
<td>Lulu Chow Wang</td>
<td>Lulu Chow Wang</td>
</tr>
<tr>
<td>55th</td>
<td>1954</td>
<td>Beebe</td>
<td>Severance Green Small Tent</td>
<td>Academic Quadrangle Small Tent</td>
</tr>
<tr>
<td>60th</td>
<td>1949</td>
<td>Munger</td>
<td>Munger Dining Room</td>
<td>College Club</td>
</tr>
<tr>
<td>65th</td>
<td>1944</td>
<td>Munger</td>
<td>College Club</td>
<td>College Club</td>
</tr>
<tr>
<td>70th</td>
<td>1939</td>
<td>Beebe</td>
<td>College Club</td>
<td>College Club</td>
</tr>
<tr>
<td>75th</td>
<td>1934</td>
<td>College Club</td>
<td>College Club</td>
<td>College Club</td>
</tr>
<tr>
<td>80th</td>
<td>1929</td>
<td>College Club</td>
<td>College Club</td>
<td>College Club</td>
</tr>
</tbody>
</table>

If your class would like to discuss alternate locations for Saturday class dinner or the Sunday picnic, please let the Alumnae Association know at the fall reunion committee meeting.

If the class would like to rent a tent that is not on this list, the class will be charged.

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.

If a class decides they would like to use another interior space, such as a classroom, or an exterior space, such as Green Beach, the request must be made to your WCAA staff contact.
With so many groups on campus, we strive to ensure each class is able to hold 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

<table>
<thead>
<tr>
<th>Notes:</th>
<th>Reunion Chair</th>
<th>Treasurer</th>
<th>Residence Hall Chair</th>
<th>Program Chair</th>
<th>Social Hour/Alcohol Chair</th>
<th>Saturday Dinner Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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!</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 that 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. Samples of the registration form is included in this section.

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 also tour the residence hall headquarters and your assigned meal location(s).

Typically, the meetings follow this sample agenda:

1. Welcome (15 minutes, including introductions)
2. WCAA Review of Planning Timeline (60 minutes)
3. Committee Reports: (20 minutes each, 2 hours total)
   - 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.
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 is when making your plans. For example, we can only offer three meal choices, and one should include vegetarian.

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- chair, 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.
Notes:

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’ll notify you. Proofing should be completed by mid-January.

Here is an example of the registration form.

<table>
<thead>
<tr>
<th>Class of 19XX Reunion</th>
<th>June 12-14, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.wellesley.edu/Alum/Reunion">www.wellesley.edu/Alum/Reunion</a></td>
<td></td>
</tr>
</tbody>
</table>

### Alumnae Information

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First, College Last, Current Last, Preferred First as it should appear on name tag)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Street, City, State, Zip, Nation)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- New information above, please update my records.

### Registration Fee

- **Early Registration Fee (Postmarked by May 1, 2009)**
  - Number of Alumnae: \[ \text{Number} \times \$60 \]
  - Number of Guests: \[ \text{Number} \times \$60 \]
  - Children 18 and younger: \[ \text{Number} \times \text{no charge} \]

- **Registration Fee (Postmarked between May 2 and May 15, 2009)**
  - Number of Alumnae: \[ \text{Number} \times \$100 \]
  - Number of Guests: \[ \text{Number} \times \$100 \]
  - Children 18 and younger: \[ \text{Number} \times \text{no charge} \]

### On-campus Housing

(Includes breakfast)

<table>
<thead>
<tr>
<th>Alumnae and guests who wish to stay on campus during reunion weekend must pay the registration fee plus the cost of housing. The cost includes towels, linens, two blankets per bed, and breakfast. Each class is assigned to a residence hall. You may request a single room; otherwise, we will try our best to accommodate all rooming requests.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Please circle one.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will not need a room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I prefer to share a room with</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I prefer to room near</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Friday night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of twin beds: [ \text{Number} \times $60/bed ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of twin beds: [ \text{Number} \times $60/bed ]</td>
</tr>
</tbody>
</table>

### Class Insignia

<table>
<thead>
<tr>
<th>Wear your insignia to show class spirit!</th>
</tr>
</thead>
</table>

| No. Items: \[ \text{Number} \times \$XX \] |

### Class Spirit Fund

<table>
<thead>
<tr>
<th>Voluntary contribution so that every classmate can afford to attend and enjoy a first-class reunion.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Yes, I would love to to help my classmates attend reunion.</th>
</tr>
</thead>
</table>

| Contribution: \[ \text{Number} \times \$$XX \] |

If you have special registration or housing needs, please call the Reunion Reservation Office at 781-283-2222. Continued on reverse.
Planning Your Reunion: Treasurer

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

Once you have some estimates for Saturday class dinner, Sunday class picnic, and insignia, you should figure out what it would cost for one of your classmates to attend the entire reunion weekend using the following price list:

- Registration Fee: $60.00
- First Night Dinner: $32.00
- Saturday Reunion Picnic: $15.00
- Saturday Class Supper: Class Specific
- Sunday Class Picnic: Class Specific
- Insignia: Class Specific
- Overnight (per bed, per night): $60.00

*Remember, the class will receive $15.00 for each full registration. (Again, the statistics from prior reunions will be helpful in estimating how much income this generates for the class.)*

Step 4

The committee then 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.

Other Financial Considerations

Financial Aid for Classmates

Each class works independently to establish a financial aid program with the 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 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. The February mailing 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 a $5,000 advance on registrations. 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 send another check, with the additional funds that have been collected on behalf of the class.

Lastly, please be aware that it may take a number of weeks after reunion for the Office of the Alumnae 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.

The past few years the final reconciliation has been mailed in mid-August.
“You only get one chance to make a first impression.” An old and tired cliché, perhaps, but one that has a kernel of truth. When your classmates arrive at the residence hall, you get to set the tone for the weekend by creating a warm, welcoming environment.

Creating a Welcoming Environment

On Friday morning the residence halls are available to the reunion committee beginning at 9:00 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.

Typically each class has a welcome table at their residence hall. Recruit volunteers to staff the table in short shifts on Friday to greet classmates as they arrive. If you know someone who wants to be involved, but doesn’t have much time to devote to the reunion planning process, this is a great job for her. Additionally, if there’s a classmate who knows EVERYONE upon sight, she’s a wonderful person to have as greeter. It is far more important to have a greeter on Friday afternoon than extensive decorations!

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.

The welcome table usually consists of one 6-foot table, often with the class banner hung in front. Don’t forget to ask the reunion chair if there are any handouts at the welcome table, such as a class photo order form.

Some classes put out items on the welcome table such as giveaways, old class photos, copies of the Commencement program, and yearbooks. Classes also use the welcome table to distribute insignia and remaining record books. This should be coordinated with the insignia chair(s) and the record book chair(s).
Insignia

The residence hall chair and insignia chair should work together on the display and distribution of the insignia. Please remember that not every classmate purchases the insignia, so this should be a staffed area. Names should be checked against the insignia list to verify purchase and pick-up. (This list can be found 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. Please make sure you have a list of those who have prepaid for the record book and have reserved these copies before you sell books at reunion. Similar to insignia, unattended record books tend to disappear.

Student Staffing

The Alumnae Association provides two students to stay in each residence hall during the entire weekend and to work with each class. One of these students is stationed at the bell desk to answer questions, direct alumnae to events, find custodians, call for more student help for events during the weekend, etc.

The bell desk is staffed from 7 A.M. until midnight throughout the weekend. The primary responsibility of the student at the bell desk is to answer the phones, answer questions, keep up-to-date rooming lists, and keep an eye on security.

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

We recommend committee members take the time to write out specific instructions for jobs during the course of the weekend. This ensures that they have these tasks completed even if a committee member cannot be located. The residence hostess is well-trained and is your point person for any issues that may arise throughout the weekend.
Decorating the Residence Hall

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

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

Consider making an appointment with College Archivist Wilma Slaight (781-283-2128) to view the class archives. Photographs, copies of The Wellesley News, etc., can be duplicated and used to decorate the residence hall.

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.

Balloons can be used indoors and outdoors, and need to be tied to a secure base. They should have colorfast ribbon so that they do not stain should the ribbon get wet.

When working with a balloon vendor be sure to ask if they deliver! This can save considerable time and energy. In the past classes have worked with the following balloon vendors:

Mike Winter/Paper Mart  Balloons Over Boston  iParty  
Phone: 617-921-7799  Phone: 617-397-3667  Phone: 508-650-1188

Be as specific as possible when calling to get a quote. Do you want clusters or individual balloons? Do you need weighted bases? Do you want latex or mylar balloons? 9 inch, 12 inch, or 16 inch? Every decision impacts the total cost. If they do deliver, ask if there is a delivery fee.

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.

How you use the public spaces is up to you as a class—it is your residence hall. Some classes use the living room as a constant meeting space, while others have discussion groups in these rooms. Still other classes will set aside ‘guest’ space for those who wish to relax or ‘family’ space for children complete with toys and books. You should coordinate with the reunion chair and the program chair about activities that may take place in the residence hall.

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

If you find you have a program or activity that cannot be accommodated in the residence hall, you must request space through the Alumnae Association. We ensure that no two groups are in the same place at the same time inadvertently!

Each residence hall has an assigned storage room. This is a locked room where the committee can keep supplies and alcohol. The storage room assignments are as follows:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Storage Room</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munger</td>
<td>Mail Room</td>
<td>Beebe</td>
</tr>
<tr>
<td>Tower Court</td>
<td>115</td>
<td>112</td>
</tr>
<tr>
<td>Cazenove</td>
<td>1</td>
<td>Shafer</td>
</tr>
<tr>
<td>McAfee</td>
<td>113</td>
<td>Stone Davis</td>
</tr>
<tr>
<td>Claflin</td>
<td>121</td>
<td>Freeman</td>
</tr>
<tr>
<td>Pomeroy</td>
<td>227</td>
<td>Bates</td>
</tr>
</tbody>
</table>

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. All beds are made up prior to reunion to ensure that all rooms are available for rooming. Soap and cups are available in each bathroom, and bottled water is available at the bell desk.

Once your classmates arrive at the residence hall, some invariably ask to have their rooms changed. Additionally, some of your classmates have not pre-registered for an overnight room. These classmates may arrange for overnight accommodations at Central Check-In during reunion weekend if space is available. Student staff is responsible for keeping the rooming list updated during the 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 you or somebody on your committee and 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 mails a form to the reunion chair asking for the number of tables and chairs the class needs in the residence hall. Please think through all of the activities happening in the building before forwarding your recommendation. The chair also solicits input from the social hour chair. Historically a class needs tables for the welcome areas and for the living room and chairs for the living room for the social hours and class meeting.

Tables and chairs for the weekend are left near the bell desk. (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
- Bottles of water for the residence hall (100–150 for the weekend)

**Headquarters Box:**

<table>
<thead>
<tr>
<th>Items provided by Class (if needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of contact phone numbers</td>
</tr>
<tr>
<td>Masking tape</td>
</tr>
<tr>
<td>Pens</td>
</tr>
<tr>
<td>Tacks</td>
</tr>
<tr>
<td>One black marker</td>
</tr>
<tr>
<td>First-aid kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items provided by the Alumnae Association:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper clips</td>
</tr>
<tr>
<td>Safety Pins</td>
</tr>
<tr>
<td>Commuter Rail Schedule</td>
</tr>
<tr>
<td>10 large trash bags</td>
</tr>
<tr>
<td>3 Wellesley magazines</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Items provided by Class (if needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corkscrews</td>
</tr>
<tr>
<td>Clear plastic cocktail cups</td>
</tr>
<tr>
<td>Serving Plates/bowls</td>
</tr>
<tr>
<td>Cocktail shakers</td>
</tr>
<tr>
<td>Sponges</td>
</tr>
<tr>
<td>Bottle openers</td>
</tr>
<tr>
<td>Knives</td>
</tr>
<tr>
<td>Cutting boards</td>
</tr>
<tr>
<td>Bowls for ice</td>
</tr>
<tr>
<td>Cocktail napkins</td>
</tr>
<tr>
<td>Tablecloths for social hours</td>
</tr>
<tr>
<td>Tablecloths for welcome table</td>
</tr>
</tbody>
</table>
In addition to the programs and activities planned by the Alumnae Association, some classes may decide to offer class-specific programs. These are typically held in the residence hall on the Saturday of reunion.

Please know that you do not need to have extra programming! There are between 20 and 30 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.

Having said that, programs can be as simple as a walk around the lake, or as complicated as a facilitated panel discussion. Here are a few examples of recent reunion class-specific events:

- Book Groups
- Campus Tours
- Yoga
- Waban Walks
- Class Tree Visit
- Group Discussions
- Class Photo
- Faculty Lecture
- Step Singing
- Performances
- Archives Visit
- Panel Discussion

Once 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.

The program chair should have these questions answered prior to November, so that any programs can be included on the December class event form, and thus on the preliminary class schedule.
Planning Your Reunion: Children

Every year the number of children that attend Wellesley reunion grows. While the fifth reunion class brings younger children, some of the older classes are bringing teenagers as well as infants.

The Office of the Alumnae Association plans several child activities, primarily on Saturday, that are open to the reunion community and free of charge. Saturday lunch is $10, which includes the lunch, face painters, balloons artists, and ice cream.

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

Below is the overview regarding all children’s activities that will be offered (subject to change):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day and Time</th>
<th>Fee</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Arts/Crafts Room (unstaffed)</td>
<td>Friday, 2 P.M.–6 P.M. Saturday, 8 A.M.–4 P.M.</td>
<td>Free</td>
<td>2 years and older, must be accompanied by an adult</td>
</tr>
<tr>
<td>Greenhouse Kids’ Time</td>
<td>Saturday, 8:30–10 A.M.</td>
<td>Free</td>
<td>All ages, must be accompanied by adult</td>
</tr>
<tr>
<td>Story Hour</td>
<td>Saturday, 9:30–10:30 A.M. and 11 A.M.–12 P.M.</td>
<td>Free</td>
<td>All ages, must be accompanied by adult</td>
</tr>
<tr>
<td>Children’s Corner at Lunch</td>
<td>Saturday, 12–2 P.M.</td>
<td>$10/child</td>
<td>All ages, must be accompanied by adult</td>
</tr>
<tr>
<td>Field Day</td>
<td>Saturday, 2–3:30 P.M.</td>
<td>Free</td>
<td>2 years and older, must be accompanied by an adult</td>
</tr>
<tr>
<td>Pizza Party with Movies at Collins Cinema</td>
<td>Saturday, 6–10 P.M.</td>
<td>$25/child</td>
<td>6 years and older, includes pizza dinner and movie (pre-registration is required)</td>
</tr>
</tbody>
</table>

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

This is where the fun begins!

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. Every class plans their own social hours.

Social hour chair is a big job! Get as many classmates as possible to help. A class could have three or more social hours over the course of the weekend (Friday, Saturday, and Sunday before and/or after meals). If each social hour requires set up and clean up without help, this is the only thing you will remember about reunion!

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.

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 may select an alcohol supplier from one of the three listed on p. 26; the supplier must agree to 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.

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.
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 an 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

Brookline Liquor Mart
1354 Commonwealth Avenue
Allston, MA 02134
Phone: 617-734-7700

Murray’s Wine and Spirits
747 Beacon Street
Newton Centre, MA 02458
Phone: 617-964-1550

Each class decides on what to order from the alcohol supplier. When you are thinking about the social hours, you may want to consider:

- 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

Please note, in recent years classes have moved towards wine/beer/specialty drink as a means for controlling alcohol costs. If you decide on a full bar or specialty drink, you may need 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

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

It can be cost effective to 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.

Social Hour Food

Keep it simple! Cheese, crackers, vegetables, and dip will satisfy most alumnae. Past reunion classes have purchased food from Roche Brothers, Star Market, and wholesale clubs.

Ideas to think about:
- □ Hot such as mini quiches
- □ Cold such as crudités
- □ Preset such as cheese and crackers
- □ Munchies such as goldfish, party mix, or peanuts

During Reunion

Alcohol Delivery and Storage

Alcohol should be delivered between 9 – 11 A.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 (see list on page 21).

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 bell desk 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.
Tables and Chairs

Tables and chairs for residence hall use are delivered near the bell desk; student and residence hall custodial staff set them up for you.

Ice Information

Two 15-pound bags and a large cooler are delivered to your social hours before they are scheduled to begin. The Office of the Alumnae Association keeps a supply of ice on hand for the weekend. If at any point during the weekend you need more ice for a social hour or other class event, please let one of the students know, and they will call for another delivery. Classes using in excess of ten bags per weekend will be charged $2.00 per bag for the overage.

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

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 of 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! Every year there are 17 individual class dinners, so we have considerable experience working with classes on this very important part of reunion.

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 clambake? 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? If you’re in the 5th cycle, is $55 too much? What about if you’re coming back for your 45th? 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, but if you have a company you’ve worked with in the past, you should certainly feel free to contact them.

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

<table>
<thead>
<tr>
<th>Notes:</th>
<th>Au Bon Pain</th>
<th>La Fête</th>
<th>The Silent Chef</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Fid Kennedy Avenue</td>
<td>148 East Central Street</td>
<td>113 Front Street</td>
<td></td>
</tr>
<tr>
<td>Boston, MA 02210</td>
<td>Natick, MA 01760</td>
<td>Scituate, MA 02066</td>
<td></td>
</tr>
<tr>
<td>617-423-0629</td>
<td>Phone: 508-655-2431</td>
<td>Phone: 781-545-6665</td>
<td></td>
</tr>
<tr>
<td>Baker’s Best</td>
<td>Marriott Food Services</td>
<td>Star Market</td>
<td></td>
</tr>
<tr>
<td>27 Lincoln Street</td>
<td>Wellesley College Contact:</td>
<td>448 Washington Street</td>
<td></td>
</tr>
<tr>
<td>Newton, MA 02461</td>
<td>Randi Kates-Pierce</td>
<td>Wellesley, MA 02481</td>
<td></td>
</tr>
<tr>
<td>Phone: 617-332-4588</td>
<td>Phone: 781-283-3197</td>
<td>Phone: 781-237-9680</td>
<td></td>
</tr>
<tr>
<td>Beaujolais Catering</td>
<td>MetroWest Catering</td>
<td>Tastings</td>
<td></td>
</tr>
<tr>
<td>207 Broadway</td>
<td>17 North Main Street</td>
<td>5 Crestwood Drive</td>
<td></td>
</tr>
<tr>
<td>Arlington, MA 02474</td>
<td>Natick, MA 01760</td>
<td>Framingham, MA 01701</td>
<td></td>
</tr>
<tr>
<td>Phone: 781-646-5408</td>
<td>Phone: 508-653-4686</td>
<td>Phone: 508-879-9191</td>
<td></td>
</tr>
<tr>
<td>Blue Ribbon Barbecue</td>
<td>Off the Vine</td>
<td>Wildflour</td>
<td></td>
</tr>
<tr>
<td>1375 Washington Street</td>
<td>31 Antwerp Street</td>
<td>50 Terminal Street</td>
<td></td>
</tr>
<tr>
<td>West Newton, MA 02465</td>
<td>Boston, MA 02135</td>
<td>Charlestown, MA 02129</td>
<td></td>
</tr>
<tr>
<td>Phone: 617-899-6000</td>
<td>Phone: 617-783-4700</td>
<td>Phone: 617-242-5300</td>
<td></td>
</tr>
<tr>
<td>Boston Café &amp; Catering</td>
<td>Red Bones (BBQ)</td>
<td>Clambake Caterers:</td>
<td></td>
</tr>
<tr>
<td>325 New Boston Street</td>
<td>55 Chester Street</td>
<td>Leighton’s Catering</td>
<td></td>
</tr>
<tr>
<td>Unit 15</td>
<td>Somerville, MA 02144</td>
<td>PO Box 2017</td>
<td></td>
</tr>
<tr>
<td>Woburn, MA 01801</td>
<td>Phone: 617-628-2200</td>
<td>Abington, MA 02351</td>
<td></td>
</tr>
<tr>
<td>Phone: 781-938-9300</td>
<td>Roche Bros.</td>
<td>Phone: 781-447-1400</td>
<td></td>
</tr>
<tr>
<td>The Catered Affair</td>
<td>165 Linden Street</td>
<td>Woodman’s of Essex</td>
<td></td>
</tr>
<tr>
<td>PO Box 432</td>
<td>Wellesley, MA 02481</td>
<td>PO Box 349</td>
<td></td>
</tr>
<tr>
<td>Hingham, MA 02043</td>
<td>Phone: 781-237-5070</td>
<td>Main Street</td>
<td></td>
</tr>
<tr>
<td>Phone: 781-982-9333</td>
<td>Sauce on Main</td>
<td>Essex, MA 01929</td>
<td></td>
</tr>
<tr>
<td>Cuisine Chez Vous</td>
<td>15 Main Street</td>
<td>Phone: 978-768-6057</td>
<td></td>
</tr>
<tr>
<td>7 Miller Street</td>
<td>Hopkinton, MA 01748</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Somerville, MA 02431</td>
<td>508-497-0015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 617-576-3652</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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?
☐ What percent is the set overage?
☐ 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?
☐ 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, typically $150.
☐ 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.

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?
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 cater 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.

Contacts:

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

* 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.

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.

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.

Will there be a program? Some classes find it a wonderful addition to the Saturday dinner, while others find it an intrusion or distraction. Ultimately, it’s up to you as a class to decide if you want a program. It can be a lecture or talk, a performance, or perhaps a band or DJ. Please know that any amplified noise should stop by 11:00 P.M.

If you have an outside vendor as part of the 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.
The December class event form is the basis of the registration form, so be sure to include any information about the dinner to help “sell” it to classmates. There is a small section to include a description as well as an area for up to three meal choices.

Here is an example of the information you will need to provide.

<table>
<thead>
<tr>
<th>Class Event Form — Reunion 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This form must be returned to the Alumnae Association by December 1, 2008.</em></td>
</tr>
</tbody>
</table>

**SATURDAY, JUNE 13 (cont’d)**

<table>
<thead>
<tr>
<th>Class Dinner: Location: Time: Are you using a caterer? Y / N Contact Name: Business Name: Address: Telephone:</th>
</tr>
</thead>
</table>

How much are you charging for the Class Dinner?

<table>
<thead>
<tr>
<th>Adults: $ ____________</th>
<th>Children: $ ____________</th>
</tr>
</thead>
</table>

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

Option 1: [Blank]

Option 2: [Blank]

Vegetarian Option: [Blank]

Are you planning to order additional meals for late registering alumnae? Y / N

Are children invited? Y / N

Is there a cut-off age? Y / N

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

**After-Dinner Program (optional):**

Program Name/Type: [Blank]

Preferred Location: [Blank]

Preferred Time: [Blank]
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. The final set of reports list who actually has ordered what.

Anticipate many last-minute reservations. Younger classes may have an additional 20 to 30 percent in alumnae walk-ins! 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 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.

Remember, any classmate who “walks in” without paying represents a loss to the class. Likewise, if a classmate pays at the door but has not registered for the weekend, the class loses their portion of the registration fee. Please direct any unregistered classmates to Central Check-In so we can register them for your meal and the weekend.
Class picnic is the end cap of Reunion Weekend, a time when many of your classmates are saying good-bye and getting ready to travel.

The best option for the picnic is to either plan a “grab and go” lunch, such as boxed or bagged sandwiches with chips, fruit, dessert, and drink, or a buffet with “to go” containers available. Either way, if a classmate needs to get on the road, she can. If she wants to stay a bit longer, she can always eat her lunch at the picnic location.

As you begin to think about the class picnic, a few questions should come to mind. Usually these revolve around the options and costs such as:

• How much is a reasonable cost for the picnic? If you’re in the 5th cycle, is $18 too much? What about if you’re coming back for your 45th? Think about both the reunion cycle and where classmates may be in their life cycle.
• Is there a separate, lower cost for children?

Keep these questions in mind as you look for a caterer. Each decision helps you to narrow in on an appropriate caterer. Several catering companies are listed here, but if you have a company you’ve worked with in the past, you should certainly feel free to contact them.

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

Pricing & Fees:
- 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?
- Is there a wait-staff? Are wait-staff wages included in the price?
- Is linen 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? Is it china or disposable?
- What percent is the set overage?
- 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?

Special Situations:
- Are there open flames such as candles, propane cookery, or ovens? Please speak with your Alumnae Association liaison about fire-marshal regulations. There may be an additional fee, typically $150.
- 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.

Contacts:
- Which member of the catering staff is in charge on the day of the event and how can he/she be reached?
* The catering contact and picnic 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 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:

If you have additional outside vendors as part of the picnic, 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.

The December class event form is the basis of the registration form, so be sure to include any information about the picnic to help “sell” it to classmates. There is a small section to include a description as well as an area for up to three meal choices.

Here is an example of the information you will need to provide.

### Class Event Form — Reunion 2009
*This form must be returned to the Alumnae Association by December 1, 2008.*

<table>
<thead>
<tr>
<th>SUNDAY, JUNE 14</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Picnic:</strong></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Are you using a caterer? Y / N</td>
</tr>
<tr>
<td>Time:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td></td>
<td>Business Name:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
<tr>
<td>How much are you charging for the Class Picnic?</td>
<td></td>
</tr>
<tr>
<td>Adults: $ ____________</td>
<td>Children: $ ____________</td>
</tr>
<tr>
<td>Please write a short description for each of the three choices you will be offering. This description will be included on the registration form.</td>
<td>There is space on the registration form to include promotional language for this event. Please write a short description.</td>
</tr>
<tr>
<td>Option 1:</td>
<td></td>
</tr>
<tr>
<td>Option 2:</td>
<td></td>
</tr>
<tr>
<td>Vegetarian Option:</td>
<td></td>
</tr>
<tr>
<td>Are you planning to order additional meals for late registering alumnae? Y / N</td>
<td></td>
</tr>
<tr>
<td>Are children invited? Y / N</td>
<td></td>
</tr>
<tr>
<td>Is there a cut-off age? Y / N</td>
<td></td>
</tr>
<tr>
<td>Are you using an alcohol vendor? Y / N</td>
<td>Are you using any other/entertainment vendors? Y / N</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Contact Name:</td>
</tr>
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</tr>
<tr>
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<td>Address:</td>
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<td>Telephone:</td>
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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. The final set of reports lists who actually has ordered what.

Anticipate many last-minute reservations. Younger classes may have an additional 20 to 30 percent in alumnae walk-ins! 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.

Remember, any classmate who “walks in” without paying represents a loss to the class. Likewise, if a classmate pays at the door but has not registered for the weekend, the class loses their portion of the registration fee. Please direct your classmates to Central Check-In so we can register them for your meal and the weekend.
Planning Your Reunion: Insignia

Class insignia is worn or carried during Alumnae Parade on the Sunday of reunion. It is typically an item in the class color, which contrasts with the white outfits the alumnae wear. It serves to unify the class and build class spirit. As you plan for your insignia, there are a few things to keep in mind:

Cost

While the cost of insignia varies greatly, the average charge to classmates for the reunion insignia is $15. A general rule of thumb is that if the item is considered “disposable” it should not cost more than $5. If the item has longevity, the class can charge as much as $22.

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

One you have an idea for your insignia, you should contact a vendor who can help you to purchase the items. Additionally, you should get quotes, including shipping, on the insignia so you can formulate the cost. Remember, if you do have an item personalized, there may be a set up charge and per piece charge. Be sure to ask your vendor if there are additional costs.

Possible Insignia Supplier

Below is a vendor option previously used by various classes and the Alumnae Association. If you would like additional vendor ideas or are looking for something specific, please contact the Office of the Alumnae Association for more information.

T.R. Miller Co., Inc.
44 Maple Street Suite 5
Danvers, MA 01923
Phone: 978-750-6637
Fax: 978-750-8417
Web: www.trmiller.com
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. If you would like to post a photo of the insignia on the class reunion web site, please provide the Office of the Alumnae Association with a photo by early December.

Here is an example of the information you will need to provide.

Class Event Form — Reunion 2009

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

GENERAL INFORMATION

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

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

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

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

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

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

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

Additional Information:
Is there any additional information you would like the Office of the Alumnae Association to know?
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. If you find that you’ve significantly over-ordered, we may be able to place items for sale in the reunion store. Please contact your staff member to discuss possibilities.

Some classes elect to sell additionally insignia in the residence hall. Please do note that students cannot sell insignia for the class, it must be a classmate. Remember to only sell that which hasn’t been pre-ordered and pre-paid.

Leftover Insignia

If you find you have extra insignia, we ask that the insignia chair take the items with her after reunion and coordinate how to sell them.
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, as many of the older classes have, simply forward it to us in April. We will photocopy the cheer and put it in your classmates’ welcome packet, 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. We’ve had a few instances of alumnae racing across campus to retrieve their banner prior to the start of the parade!

You lead your class in giving the cheer along the parade route for the other classes and at Alumnae Hall 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.
Planning Your Reunion: Working with the Students

Notes:

The Office of the Alumnae Association recruits, hires, and trains approximately 150 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 are also two students assigned to your residence hall during the entire weekend. One of these students is stationed at the bell desk and answers questions, directs alumnae to events, and calls for more student help if needed. The other 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

Mailings are one of the best ways to keep your class informed about the reunion planning process. They are also great vehicles 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. When producing a class communication you should contact Rebecca Woods, assistant director of publications for classes and reunion at 781-283-2336 or rwoods@wellesley.edu.

Production Process

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

1. 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.
2. Contact the assistant director of publications at 781-283-2336 if you need help producing/designing the publication.
3. Submit your text and photos/graphics. Discuss a preferred design/layout.
4. 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.

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 disk or 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 that is sent to us. We also accept photos and digital images that have a resolution of 200-300 dots per inch and are saved as TIFF, JPEG, EPS, or Illustrator files.
Guidelines For Specific Publications

Class Stationery/Logo

It is a good idea to design class stationery and a class logo before you produce any communications. This lends your mailings a personal and consistent feel. You may ask an artistic classmate to design these items, or we can help you create them.

Reunion Letters

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

When creating a reunion letter, it is a good idea to send the Office of the Alumnae Association signature sheets for all of your reunion chairs and to make sure that the timing of your letter does not coincide with the annual giving representative’s appeals. Typically the reunion letter includes information on the planning process, including

- 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

Online Communication Options

The Office of the Alumnae Association can automatically create a Portable Document Format (PDF) version of any class letter (to be read using Adobe Acrobat Reader) and post it 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 class letter online. If there is a class volunteer with technical expertise interested in exploring further online communication options, we are happy to talk with her.

Expenses

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

You may print and mail communications independently, but we ask that you send us a copy to proofread (free of charge) before you mail them out, as we can check the spelling of classmates’ names and verify information about reunion and the College. If you choose to mail your communications independently, please call us to obtain an updated set of class labels. To place an order, contact the Office of the Alumnae Association at 781-283-2331 or e-mail your class contact listed on page 54. Requests will be completed in five to seven business days; requests placed within three weeks of Alumnae Leadership Council and reunion may take longer. Lastly, please send us 10 copies of your mailing to keep on file.
Planning Your Reunion: Other Useful Information

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.

Inquiries
Once reservation materials are sent out, the reservation office begins fielding numerous phone calls from classmates asking a variety of questions, from what the registration fee covers to what will be served for dessert during the class dinner. The reservation office tries to answer as many of these questions as possible in order to shield you from numerous calls. In anticipation of this, please provide the Office of the Alumnae Association with as much information as possible regarding class events. On average we field 100–125 calls a day, and having class-specific information will help us help your classmates in a timely manner!

Likewise, if your classmates contact you with registration or reunion questions, do not hesitate to redirect them to us.
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 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.

The class also decides whether the aid can be used to fund guests and children.

All financial aid requests made by an alumna go through the 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 (including names and specific choices)
- meal choice report
- insignia reports (including names)

An updated set of reunion reports and other class materials is included in the headquarters box delivered to your residence hall bell desk 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 website. All hotel reservations should be made by the individual, and 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.

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, waters, 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 vans shuttling alumnae wherever they need to go on campus. These vans make frequent runs between parking lots, residence halls, and academic buildings. These vans may be flagged down by anybody and directed to any destination on campus. In addition to these vans, golf carts are available to pick up anyone who needs to 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 item into a database and keep it for six months before donating the item to Students’ Aid Society.
Alumnae Office Contacts with Respective Class Years

Notes:

Sally Meredith DS’99  
Director of Classes and Reunion  
smeredit@wellesley.edu, 781-283-2333

Katie O’Hara  
Assistant Director of Classes and Reunion  
kohara@wellesley.edu, 781-283-2332

Cindy Tashjian  
Assistant Director of Classes and Reunion  
ctashjia@wellesley.edu, 781-283-2343

Rebecca Woods  
Assistant Director of Publications for Classes and Reunion  
rwoods@wellesley.edu, 781-283-2336
### Class Event Form — Reunion 2009

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

**Friday, June 12**

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

<table>
<thead>
<tr>
<th>Program Name/Type:</th>
<th>Will there be a vendor? Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Location:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Preferred Time:</td>
<td>Business Name:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

#### Social Hour:

<table>
<thead>
<tr>
<th>Location:</th>
<th>Are you using any other/entertainment vendors? Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Are you using a caterer? Y / N</td>
<td>Business Name:</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Address:</td>
</tr>
<tr>
<td>Business Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

| Telephone: | |
| Are you using an alcohol vendor? Y / N | |
| Contact Name: | |
| Business Name: | |
| Address: | |

| Telephone: | |

#### After-Dinner Program (optional):

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

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

| Telephone: | |
Class Event Form — Reunion 2009

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

**SATURDAY, JUNE 13**

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

<table>
<thead>
<tr>
<th>Program Name/Type:</th>
<th>CLASS MEETING</th>
<th>Will there be a vendor? Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Location:</td>
<td>RESIDENTIAL HALL</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Preferred Time:</td>
<td>9:30 A.M.</td>
<td>Business Name:</td>
</tr>
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<td></td>
<td></td>
<td>Address:</td>
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<td>Telephone:</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program Name/Type:</th>
<th></th>
<th>Will there be a vendor? Y / N</th>
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<tbody>
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<td></td>
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</tbody>
</table>

2
### Class Event Form — Reunion 2009

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

**SATURDAY, JUNE 13 (cont’d)**

### During the day:

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

<table>
<thead>
<tr>
<th>Program Name/Type:</th>
<th>Will there be a vendor? Y / N</th>
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<th>Location:</th>
<th>Are you using any other/entertainment vendors? Y / N</th>
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<tbody>
<tr>
<td>Time:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>Are you using a caterer? Y / N</td>
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</tr>
<tr>
<td>Contact Name:</td>
<td>Address:</td>
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<td>Business Name:</td>
<td>Telephone:</td>
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<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Telephone:**

*Are you using an alcohol vendor? Y / N*

**Contact Name:**

**Business Name:**

**Address:**

**Telephone:**
SATURDAY, JUNE 13 (cont’d)

Class Dinner:
Location: Are you using a caterer? Y / N
Time: Contact Name:

How much are you charging for the Class Dinner?

Adults: $ ____________ Children: $ ____________

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

Option 1:

Option 2:

Vegetarian Option:

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

Are you using an alcohol vendor? Y / N Are you using any other/entertainment vendors? Y / N

Contact Name:
Business Name:
Address:
Telephone:

After-Dinner Program (optional):

Program Name/Type: Are you using any vendors, including entertainment vendors? Y / N
Preferred Location: Contact Name:
Preferred Time: Business Name:

Address:

Telephone:
# Class Event Form — Reunion 2009

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

**Sunday, June 14**

**Class Picnic:**
- **Location:**
- **Time:**

<table>
<thead>
<tr>
<th>Adults: $ __________</th>
<th>Children: $ __________</th>
</tr>
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Please write a short description for each of the three choices you will be offering. This description will be included on the registration form.

<table>
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<tr>
<th>Option 1:</th>
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<table>
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Class Event Form — Reunion 2009

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

GENERAL INFORMATION

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

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

How much are you charging for the Class Insignia?

Per piece: $ __________________

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

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

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

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

Additional Information:
Is there any additional information you would like the Office of the Alumnae Association to know?
Tables, Chair, & Microphones
This Form Must be Returned to the Alumnae Association by April 15, 2009.

- All tables and chairs are provided free of charge.
- Please indicate the number of tables and chairs you will need for your residence hall – social hours, class meetings, other programs, and welcome areas. Remember to account for already existing furniture in these locations!
- Please note: we will order all tables and chairs for your class dinner and class picnic based on attendance counts. Likewise, we will coordinate with your caterer to determine their needs.
- Do not include these numbers in your order.

Residence Hall Headquarters ____________________________________________

We would like ______________________ number of six-foot rectangular tables.

We would like ______________________ number of sixty-inch round tables.

We would like ______________________ number of chairs.

We will need a microphone for: ($75 per microphone set up.)

  Day _____________________________________________________________
  Time ___________________________________________________________
  Location _________________________________________________________

  Day _____________________________________________________________
  Time ___________________________________________________________
  Location _________________________________________________________

  Day _____________________________________________________________
  Time ___________________________________________________________
  Location _________________________________________________________

All tables and chairs will be delivered to your residence hall by the bell desk. Students and campus staff will set these up based on directions from the reunion committee.

Remember, this form must be returned by April 15, 2009. You can send it via mail in the return envelope, via fax at 781-283-3638, or via e-mail.
Social Hour Considerations and Checklist

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, reuniting 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

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-marshal 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?

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 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?
### Printing Costs:
(Printing and Letter Shop costs were last updated 07/06. Please note these prices are subject to change.)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>300</th>
<th>450</th>
<th>600</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper:</strong></td>
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<td></td>
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</tr>
<tr>
<td>8.5 x 11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$56</td>
<td>$59</td>
<td>$64</td>
</tr>
<tr>
<td>1 side/2 colors</td>
<td>$64</td>
<td>$72</td>
<td>$83</td>
</tr>
<tr>
<td>2 sides/1 color</td>
<td>$74</td>
<td>$84</td>
<td>$93</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$96</td>
<td>$108</td>
<td>$123</td>
</tr>
<tr>
<td>11 x 17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$62</td>
<td>$65</td>
<td>$71</td>
</tr>
<tr>
<td>1 side/2 colors</td>
<td>$70</td>
<td>$79</td>
<td>$91</td>
</tr>
<tr>
<td>2 sides/1 color</td>
<td>$80</td>
<td>$91</td>
<td>$103</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$103</td>
<td>$114</td>
<td>$130</td>
</tr>
<tr>
<td><strong>Postcards:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$84</td>
<td>$91</td>
<td>$96</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$89</td>
<td>$98</td>
<td>$105</td>
</tr>
<tr>
<td><strong>Fold-over card:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 side/1 color</td>
<td>$93</td>
<td>$103</td>
<td>$110</td>
</tr>
<tr>
<td>2 sides/2 colors</td>
<td>$107</td>
<td>$117</td>
<td>$128</td>
</tr>
<tr>
<td><strong>Envelope with logo:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10 (mailing)</td>
<td>$62</td>
<td>$65</td>
<td>$70</td>
</tr>
<tr>
<td>#9 (insert)</td>
<td>$62</td>
<td>$65</td>
<td>$70</td>
</tr>
<tr>
<td>6 x 9</td>
<td>$66</td>
<td>$71</td>
<td>$78</td>
</tr>
<tr>
<td>9 x 12</td>
<td>$71</td>
<td>$78</td>
<td>$88</td>
</tr>
<tr>
<td>10 x 13</td>
<td>$75</td>
<td>$84</td>
<td>$96</td>
</tr>
<tr>
<td>A2 (4 3/8 x 5 3/4)</td>
<td>$77</td>
<td>$87</td>
<td>$100</td>
</tr>
<tr>
<td>9 x 12 Tyvek envelopes</td>
<td>$.38 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 x 13 Tyvek envelopes</td>
<td>$.38 each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Letter Shop Costs:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Affixing labels (each set)</td>
<td>$15</td>
</tr>
<tr>
<td>Collating and stuffing</td>
<td>$25</td>
</tr>
<tr>
<td>Bulk mail preparation</td>
<td>$25</td>
</tr>
<tr>
<td>Mailing record books/directories</td>
<td>$25</td>
</tr>
<tr>
<td>Ink jetting from digital class list:</td>
<td>$12.50 set-up, .02 per piece</td>
</tr>
</tbody>
</table>
Copy Center Costs:
(Copy Center costs were last updated 09/07. 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:  $.41 for the first ounce  $.26 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:  $.90 for the first ounce, depending on destination.
Approximate delivery time is one week to 10 days.

Book Rate:  $2.13 for the first pound.
Approximate delivery time is one week to 10 days.

Standard A (bulk):  $0.191 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