



Agenda

- Beginning to Plan
- External Vendors
 - » Alcohol
 - » Caterers
 - » Bartenders
- Logistics
- Other Considerations

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Beginning to Plan



- Friday social hour
- Friday nightcap?
- Saturday social hour
- Saturday dinner
- Saturday nightcap?
- Sunday picnic

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Beginning to Plan



- Is there a theme?
- How formal should this be?
- How expensive should this be?
- What are classmate expectations?
- Are children welcome?
- Will there be speeches or a speaker?

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Working with Vendors



Alcohol

- Class places order with Gordon's Liquor
 - Association pays for order
 - Over order, don't under order (returns)
- Chair coordinates with dinner chair to purchase all alcohol for the weekend
 - Usually liquor for 3 events: 2 socials hours, one meal
- Vendor delivers by class on Thursday
 - WCAA meets vendor and secures liquor in designated location in residence hall

Working with Vendors



Alcohol

- The liquor chair must pick up the liquor room key at the WCAA front desk on Friday and leave a \$25 deposit
- Classmates cannot bring alcohol to campus
- Students cannot open, pour, or serve
- Liquor chair is responsible for inventory at the end of weekend for the returns
Association coordinates vendor pick-up
- Bartenders

Working with Vendors



Caterers

- Select a caterer that can meet your requests comfortably (i.e., don't use a clambake specialist for a sit-down dinner)
- Caterers must be on the WCAA approved caterers list
- Ask for a tasting, and have all of the entrees under consideration presented

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Working with Vendors



Ask plenty of questions:

- Type of meal
- Meal cost and extra fees
- Charge for linens/serviceware/staff
- Vegetarian/Vegan/Allergies
- Billing
- How will the caterer know about meal choices?

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Working with Vendors



- The WCAA has provided sample menus from three approved caterers to all chairs. The prices on these menus have been negotiated by the WCAA
- Items on these menus can be negotiated with the caterer directly

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Logistics



We make it easy!

- Site the tent and adjust for size
- Order appropriate number of tables and chairs for dining and caterer prep areas
- Work with internal and external vendors for correct lighting and electrical service
- Certificates of liability
- Caterer walk-through
- Site map, parking information, access information
- Electrical service and water
- Permits and fire marshals

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Other Considerations



Additional Activities

- Are you planning to sing at the social hour?
- Are you planning to have a program at the dinner?
 - We can help find a College speaker, but need to know well in advance
- Are you planning to have a nightcap?
- Are you planning to take a group photo?
- Are there other activities surrounding the social hour, dinner, and picnic?

Other Considerations



Student Staff

- Assist setting up social hours:
 - Decorating, moving alcohol, setting up tables, chairs, breaking down the set-up after the social hour
- Cannot open, pour or serve alcohol
- Cannot act as wait staff
- Cannot act as “bouncer” at class meals

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