



## Agenda

- Reunion Timeline
- Reunion Weekend Overview
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- Handicap Accessibility
- Off-Campus Housing
- Student Staff
- Transportation
- Financial Aid/Reunion Expenses
- Promoting Reunion



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## Reunion 2011 Timeline

- |                  |                       |
|------------------|-----------------------|
| • Fall 2010      | • ALC/Reunion Meeting |
|                  | • Planning            |
| • Spring 2011    | • Reunion Planning    |
| • May 27, 2011   | • Commencement        |
| • June 3-5, 2011 | • REUNION!            |



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## Friday, June 3



- Residence Hall Decoration/Welcome Table
- Central Check-in
- Faculty Lectures/Tours
- Social Hour
- Stepsinging
- Friday Night Class Dinner
- All-Class Dance Party

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## Saturday, June 4



- PERA-sponsored walk around Lake Waban
- Breakfast
- Class Meeting
- Class Programming (optional)
- Children's Activities
- Faculty Lectures, Open Houses, Tours
- Saturday Lunch
- Social Hour
- Saturday Dinner

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## Sunday, June 5



- Breakfast
- Multifaith Worship Service
- Alumnae Parade
- Annual Meeting of the Alumnae Association
- Class Picnic
- Reunion ends at 4 PM

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## Roles and Responsibilities



- Reunion Chair
- Reunion Treasurer
- Residence Hall Chair
- Programming Chair
- Social Hour Chair
- Class Dinner Chair
- Sunday Picnic Chair
- Insignia Chair
- Parade Marshal

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## Assignment of Class Locations

- Changes in class locations and challenges with space constraints
- Headquarters and meal locations
- Other campus spaces must be requested and approved by the WCAA



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## Class Locations

Class	Headquarters	Friday Dinner	Saturday Lunch	Saturday Dinner	Sunday Lunch
CEDS	McAfee/CE House	CE House	Pendleton Atrium	Pendleton Atrium	CE House
1931	College Club	College Club	College Club	College Club	College Club
1936	College Club	College Club	College Club	College Club	College Club
1941	College Club	College Club	College Club	College Club	College Club
1946	Stone-Davis	Stone-Davis	Stone-Davis	College Club	College Club
1951	Stone-Davis	College Club Wall Room	Stone-Davis	Library	College Club
1956	Clafin	Clafin Rec Room	Clafin Rec Room	College Club	Davis Museum Plaza Tent
1961	Tower Court	Davis Museum Plaza Tent	Tower Court Dining Room	Alumnae Hall Ballroom	Tishman Commons
1966	Shafer	Alumnae Hall Ballroom	Alumnae Hall Ballroom	Davis Museum Plaza Tent	LCW 4 <sup>th</sup> Floor
1971	Cazenove	Cazenove Dining Room	Davis Museum Plaza Tent	Tower Court Dining Room	Hazard Quad Tent
1976	Pomeroy	Library	Academic Quad Tent	Tishman Commons	Pendleton Atrium
1981	Beebe	Tishman Commons	LCW 4 <sup>th</sup> Floor	Hazard Quad Tent	Academic Quad Tent
1986	Severance	LCW, 4 <sup>th</sup> Floor	Tishman Commons	Academic Quad Tent	Alumnae Hall Ballroom
1991	Munger	Hazard Quad Tent	Hazard Quad Tent	Event Lawn Tent	Munger Dining Room
1996	McAfee	McAfee Dining Room	College Club Lawn Tent	College Club Lawn Tent	College Club Lawn Tent
2001	Freeman	College Club Lawn Tent	Chapel Lawn Tent	Chapel Lawn Tent	Chapel Lawn Tent
2006	Bates	Bates Dining Room	Bates Dining Room	Bates Dining Room	Bates Dining Room



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## WCAA Sponsored Meals



- Friday Dinner
  - » Includes wine
  - » Room temperature buffet
- Overnight accommodations in the residence halls include breakfast
- Saturday Lunch

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## Handicap Accessibility



- Handicap Van
- Wheelchairs available
- Challenges on Campus
- Alumnae needing full-time assistance

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## Off-Campus Housing



- Partnership with the Crowne Plaza
- 2011 Rate: \$117/night, plus taxes
- Transportation
  - » From College to Hotel
  - » From Airport to Hotel

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## Student Staffing



- One student is assigned to each class for the entire weekend
- Additional student assignments are based on availability
- Class is not charged for students
- Remember: students are helpers, not professional staff
- Share stories with students!

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# Transportation



## On-campus

- Buses
- Golf Carts
- Handicap Van

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# What can you do...



- Find lost classmates. President has a lost list in her packet
  - » Send newsletter this fall with reunion excitement. Check to make sure people got the email (double-checking contact info)
- Get information to WCAA by the December 1<sup>st</sup> deadline
- Meet deadlines...
- Educate classmates on Financial Aid availability
- Educate classmates on WCAA reunion expenses

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## Financial Aid



- Publicize, Publicize, Publicize!!
- Broadcast emails
- Newsletters
- How to set up a financial aid fund
- We are here to help

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## Change in Registration Fee



- Early registration: \$40
- Late registration: \$60
- The WCAA asks classes to include \$15 in class fees to cover liquor, decorations, and miscellaneous class needs.
  - » Suggest adding \$10 to Saturday Dinner and \$5 to Insignia

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## Reunion Subsidization:

by College and WCAA



- WCAA does not make money on Reunion
  - » Union Overtime: \$40K
  - » Tents: \$25K
  - » Transportation: \$25K
  - » Student Staffing \$25K
  - » Security/Parking: \$13K
  - » Reunion promotion: \$20K
  - » Table/Chair Rental: \$10K
  - » Sound/Lights: \$10K
  - » Other: \$30K+
- TOTAL \$198K+++**

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## Reunion Cash Flow



- WCAA collects all monies for reunion
- Late April – class sent \$5K advance
- Late May – class sent “rest of funds”
  - » Withholding: liquor, financial, misc. expenses
- Summer – final reconciliation

## Don't Forget...



- Irons, clothes hangers, soap, shampoo
- Your class banner will be in your headquarters box upon arrival
- The WCAA also provides a corkscrew, bottle opener, scissors, tape, paper, and pens
- Insignia can be mailed directly to the College

## Promoting Reunion



- WCAA
  - » “Save-the-Date” postcard – October
  - » Registration email – February
  - » Reunion promotion mailing – March
  - » On-going emails – Feb-May
- Class
  - » Newsletters
  - » Emails
  - » Phone calls