



Reunions Handbook

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1 University Support

1.1 COMMITTEE ON REUNIONS

The Committee on Reunions is a standing committee of the Alumni Council. The committee's mission is to provide support to classes and the Association of Princeton Graduate Alumni (APGA) in planning and running their major reunions and to act as a link between these groups and the University. Committee members are alumni volunteers who have extensive experience with Reunions. The committee is assisted by the Office of the Alumni Association staff. The committee:

1. Is available for consultation about planning for Reunions, based on its members' experience and familiarity with overall Reunions operation. Each major reunion is assigned a liaison from the committee. The liaison's purpose is two-fold: to assist reunion chairs in planning by reminding them of deadlines and serving as a sounding board, and to alert the committee and the Office of the Alumni Association staff of any potential problems. Reunion chairs are contacted by their liaisons several times throughout the planning process.
2. Meets as a group to advise on Reunions policy and to serve as a liaison between Reunion activities and the University and its constituent elements.
3. Provides guidance to the Office of the Alumni Association staff on enhancing campus-wide Reunion activities, such as the P-rade, fireworks, campus shuttles, hotel buses, etc.

1.2 OFFICE OF THE ALUMNI ASSOCIATION STAFF

The Office of the Alumni Association staff will support you in your efforts to have a spectacular reunion. They can help you understand the tasks to be done, as well as challenges you may face and how you can avoid them. They are happy to meet with reunion volunteers in person and on the phone. They will also participate in Reunion Committee conference calls and e-mail lists. In addition to working directly with reunion volunteers, the role of the staff of the Office of the Alumni Association is to:

1. Coordinate planning and implementation of all non-class-related Reunion activities.
2. Maintain files on past reunion attendance, finances, and activities.
3. Send Reunion E-mail Bulletins to update major reunion chairs throughout the year, distribute forms, planning checklists and information, and act as a liaison for other University departments, when necessary.
4. Schedule meetings throughout the year to coordinate reunion chairs, University personnel, and student workers. Facilitate cooperation among all groups.
5. Publish official Reunions Schedule of Open Events for distribution at headquarters registration.
6. Oversee the Office of the Alumni Association Reunions web sites for alumni and volunteers.
<http://alumni.princeton.edu/main/goinback/reunions/>
http://alumni.princeton.edu/main/volunteers/reunions_volunteers/
7. Coordinate campus space use. Reserve non-headquarters facilities on campus for major and satellite reunions, alumni and student organizations, affiliated groups, and campus departments.
8. Arrange for shuttle service during Reunions, both on campus and to area hotels. (The expense of the shuttle service is covered by the University.)
9. During Reunions, the Office of the Alumni Association staff members and their crew:
 - Provide support to major reunions and student crews
 - Manage the wristband security system
 - Coordinate P-rade logistics
 - Provide campus shuttle service and the hotel-to-campus bus program
 - Administer the Alumni-Faculty Forum program, a series of panels designed to provide alumni with a link to campus academia
 - Coordinate a centralized evening child care program currently managed by the Princeton YWCA
 - Host senior Old Guard classes

In addition, the APGA receives a great deal of support from the Graduate Alumni Relations office. The staff handles reunion mailings, registrations, and many of the campus logistics needed to produce the APGA reunion.

1.3 OTHER UNIVERSITY SUPPORT

Grounds and Maintenance Department: Preparation of the Headquarters Sites for the Major Reunions

1. **Carpentry Requirements:** Erect and install standard barricades and fences for security purposes; determine placement of dance floors and band platforms.
2. **Electrical Requirements:** Install lighting under the tents; provide electrical outlets for musical equipment, etc.
3. **Tents Requirements:** Arrange for rental and installation of standard headquarters tents.

Building Services Department: Care of the Headquarters Sites for the Major Reunions

1. **Rentals:** Arrange for rental of tables and chairs for headquarters site and/or certain campus off-headquarters meal sites.
2. **Trash Collection:** Remove trash and recycling from the site throughout Reunions. (Outside Caterers are responsible for removing their own trash from the University grounds.)
3. **Custodial Requirements:** Clean rooms before and after Reunions; clean bathrooms during the weekend.

Public Safety: Security

1. **Personnel:** Supervise Public Safety Officers. Hire and supervise special events security staff and the Public Safety student crew. (Wristband workers are hired and paid by the Office of the Alumni Association.)
2. **Check Wristbands:** Validate each participant's registration. (Buttons are for nametags only; the wristband is the "admission ticket" to major reunion sites in the evening.)

HELP US HELP YOU

Keep the Office of the Alumni Association informed of your plans.
Send us copies of your committee and class mailings.
Take advantage of the Office of the Alumni Association conference line.
Copy us on your committee e-mails.
Ask for advice whenever you need it.

1.4 REUNIONS MEETINGS CALENDAR

The Office of the Alumni Association holds planning meetings and conference calls to help you do your job. Reunion Chairs and Reunion Committee members are welcome to attend these meetings. In general, meetings are scheduled as follows:

| | |
|--------------------------|---|
| January | Initial Planning Meeting (One and Two Years Out) Major Reunion Chairs and Committee Members |
| September/October | Fall Planning Conference Calls by Area of Responsibility Major Reunion Chairs and Committee Members |
| February | Mandatory Student Crew Managers Meeting Crew Managers |
| March/April | All-Hands Meeting (Current Year) Major Reunion Chairs and Committee Members Crew Managers University Staff |
| May/June | Crew Briefing Meeting Crew Managers, Assistants and Crew Members University Staff |

Please feel free to schedule a meeting or conference call with the Office of the Alumni Association staff at your convenience.

Reunions are scheduled based on the University's academic calendar. They are always held the Thursday through Sunday before commencement. Future reunion dates can be found on the Office of the Alumni Association Reunions web page at <http://alumni.princeton.edu/main/goinback/reunions/>.

2 REUNION ORGANIZATION--THE BIG PICTURE

Each reunion is different because each class is different. That's what makes planning a major reunion both challenging and exciting! This section provides some suggestions for organizing a committee and some basic reunion information. You have the option to do many things in your own way, and fortunately, there is lots of past experience for you to use as a foundation should you wish.

2.1 COMMITTEE ORGANIZATION IDEAS

The Reunion Chair's first task is to organize a team and distribute the workload, broadening alumni/ae involvement. Starting two years to eighteen months in advance, enlist the aid of eight to ten volunteers who are representative of the diversified interests of the class. It is important that this group be committed, organized, coordinated and informed. It is not necessary for all committee members to be in the New York-Princeton-Philadelphia area, although some jobs will require the ability to get to the campus frequently. Regular meetings of the group or conference calls are essential. Maclean House is available for on-campus meetings and is able to support conference calls. Other campus meeting space locations are also available and booked through the Office of the Alumni Association, although many do not have conference calling capability. The Office of the Alumni Association has a "bridge line" available for conference calls. The Reunion Chair can call or e-mail to schedule time for a Reunions committee conference call. The line is free of charge, other than each caller's long distance charges.

The Areas of Responsibility section breaks the tasks associated with most reunions into components around a common theme. These are:

Alumni-Faculty Forum -- Represent the class/APGA on the Alumni-Faculty Forum Committee; Recruit candidates for the AFF panels. Requires someone who can attend monthly meetings on campus throughout the fall. (Conference calling is not available for these meetings.) The AFF Chair must have regular e-mail access and be able to receive attachments to e-mail messages.

Artwork -- Create artwork to illustrate the reunion theme in the logo and other designs for stationery, costumes, yearbook, etc.

Associates Liaison -- Serve as liaison between committee and associates (spouses, widows and widowers) of the class.

Beverages -- Arrange for alcoholic and non-alcoholic beverages. Responsible for obtaining the liquor license in coordination with the Office of the Alumni Association staff.

Children's Programs -- Coordinate children's activities during Reunions.

Community Service Project -- Identify and coordinate the reunion's service project.

Costumes -- Design and procure all costume components; receive, track and distribute costume orders.

Entertainment -- Identify and book bands, singing groups and any other entertainment; serve as host for these groups during the reunion.

Finances -- Prepare the budget; collect, manage, track and disburse reunion money separately from class money; complete Reunions Financial Report by August 15 following the reunion.

Food -- Determine meal site locations, plan menus and coordinate with caterers.

Headquarters -- Arrange headquarters layout, equipment and rentals; supervise set-up, maintenance and break-down of site; work with the Public Safety Officer assigned to your headquarters to ensure site security.

Housing -- Arrange accommodations for classmates by booking blocks of rooms at local hotels. Assign campus dormitory beds to classmates, satellite classes and student crew.

Memorial Service -- Coordinate the class memorial service.

P-rade -- Arrange and manage the class P-rade formation, including bands, floats, signs, golf carts, etc.

Program -- Develop and coordinate class activities for the reunion weekend.

Publicity/Promotion -- Design, disseminate and publicize reunion information; encourage attendance.

Registration -- Develop forms and processes to track registering classmates before and during Reunions; receive and track registration forms; provide final attendance reports to class officers.

Satellites -- Serve as liaison between reunion committee and satellite classes (satellite classes are non-major reunion classes that share space in your Headquarters).

Student Crew -- Identify, hire and manage the student crew manager(s) and crew.

Technology -- Facilitate the use of technology in reunion planning and execution; oversee the creation and maintenance of a class reunion web page, if applicable.

Theme -- Develop a theme for the entire reunion.

Transportation -- Coordinate transportation (vans, golf carts, special class shuttles) needed during Reunions.

Yearbook -- Coordinate information for the production of reunion yearbook.

Creating Your Committee

In creating your reunion committee, you will typically group some of these responsibilities together, based upon the characteristics of your committee members. Food and Beverages are often combined. Programs may also include Children's Programs and/or Memorial Service. As chair(s), you may also wish to handle some of the areas that particularly interest you.

For example, you might have the following committee structure:

- Two reunion co-chairs, who also handled some artwork, entertainment, program, publicity, satellites, student crew and theme
- Alumni-Faculty Forum
- Children's Programs
- Community Service
- Costumes
- Finances and Registration
- Food and Beverages
- Headquarters and Transportation
- Housing
- P-rade
- Technology and Yearbook

Many classes have involved class spouses and widows/widowers as great additional volunteers. There are many benefits to getting spouses involved and helping them feel a part of Reunions.

2.2 LESSONS FROM PAST REUNIONS

The Office of the Alumni Association can provide you with information from past reunions, to help you get started. Some available items include:

- Mailings, including cover letters, registration form(s), housing and travel information
- Registration tracking forms/systems
- Directory/yearbook information and survey forms
- Reunions Financial Reports
- Class web site urls
- P-rade class narrations
- Class reunion programs

Other sources, both within and outside of the University, can provide useful information.

- Past reunion chairs are usually more than willing to share their experiences; this can include both the Reunion Chair and the other committee chairs, such as Costumes, Food, P-rade, etc.
- Dining Services, and other caterers who have served reunion classes, can provide information on meal suggestions, numbers from past experiences, and other tips.
- Costume suppliers can tell you what previous reunions have ordered, including size and quantity information.
- The Princetoniana Committee, a standing committee of the Alumni Council, keeps historical information regarding Princeton to share the culture and traditions of Old Nassau with others.
- The Seeley-Mudd Archives keeps copies of past reunion directories/yearbooks. These can be a source of inspiration for various reunion components, as well as for the Yearbook Chair.
- Copies of past *Daily Princetonians* are on microfilm at Firestone Library; they serve as an interesting reminder of your days at Princeton. *The Daily Princetonian* can provide photographic copies of past pages for P-rade signs or the yearbook.

2.3 REUNION TROPHIES

Competition for various trophies is strong and spurs interest among classes in class events, particularly Reunions.

The number of active class members is determined by Alumni Records at the University. This is provided to each class for use in the Class Financial Report.

On your Reunions Financial Report, you must report the number of classmates who registered for Reunions and those who did not attend. Only class members who paid to attend Reunions and registered in person at Headquarters between Thursday noon and midnight Saturday of Reunions are counted as having attended for award purposes. Therefore, accurate registration information, especially regarding no-shows who pre-registered and on-site registrants, is essential.

Attendance numbers used in determining these awards are provided on the Reunions Financial Report. This report must be received by the Office of the Alumni Association by August 15. The report is generally filed by the Reunions Finance Chair or Treasurer.

A chart showing major reunion attendance in past years is available from the Office of the Alumni Association.

Note that the Clancy Award is the most coveted of all reunion trophies and is determined by the University's On-Campus Committee on Reunions and the Alumni Council Committee on Reunions. Trophy winners will be notified and officially awarded at the Alumni Council Meeting at Reunions the following year, unless otherwise noted. The winning class will be added to the engraved list of winners on the trophy. Reunion trophies are on display at Maclean House. The committee and student crew winners also receive a "We won the Clancy!" t-shirt with their reunion logo from the Office of the Alumni Association.

Trophies for Classes Out Fifty Years or Fewer

| | |
|--|--|
| Class of 1894 Bowl | Off-year reunion class having the highest percentage of its members registered at Reunions. |
| Class of 1915 Cup | Off-year reunion class having the largest number of its members registered at Reunions. |
| Class of 1901 Cup | Major reunion class having the highest percentage of its members registered at Reunions. |
| Class of 1921 Plaque | Major reunion class having the largest number of its members registered at Reunions. |
| Class of 1959 Reunion Challenge Trophy | For overall attendance of the "25th Year Class" of alumni, registered family members and guests. Awarded only if previous record is surpassed. |

Trophies for Classes Out Fifty Years or More

| | |
|----------------------|--|
| Class of 1912 Trophy | The class, with 10 or more members on its roll, having the highest percentage of members registered at Reunions. |
| Class of 1923 Cane | To the senior member of the oldest class attending the Old Guard Luncheon at Reunions. |

Other Trophies

| | |
|--|--|
| Class of 1947 James Scott Clancy Memorial Reunion Trophy | Awarded to the major reunion class which, in the judgment of the Alumni Council Committee on Reunions and On-Campus Committees on Reunions, has the best planned and carried out major reunion. |
| Class of 1945 P-rade Trophy | Awarded each year for the most enterprising P-rade entry. Emphasis is to be placed on originality, effort, imagination and audience appeal, rather than recourse to advertising vehicles and the like. The trophy, donated by the Class of 1945, consists of a banner to be carried by the winning class in the following year's P-rade. The Class of 1945 is not eligible to win the trophy. A winning class is not eligible to win the trophy two years in a row. The Judging Committee is made up of the chair of the Alumni Council Committee on Reunions, a member of the Class of 1995 designated by the '95 reunion chair, and a member of the class winning the trophy the previous year, designated by the Reunion Chair of that class. |

3 AREAS OF RESPONSIBILITY

3.1 CLASS OFFICERS

Your class officers have a strong interest in having a successful major reunion, and can help you in many ways. Further information about these positions can be found in the *Class Officer's Handbook*.

President -- The Class President should be fully knowledgeable about everything that is being done by or in the name of the class. Thus, there should be clear lines of communication between the Reunion Chair(s) and the Class President. Because the President knows what is going on in the class, he/she can often help identify class members to serve on the Reunion Committee or assist in other ways.

Vice President -- The Class Vice President is often responsible for setting up a regional network of representatives or regional VP's. The network can be very effective in promoting the reunion and in holding events leading up to the reunion.

Secretary -- The primary function of the Class Secretary is to communicate with classmates, as well as to maintain class records. The Secretary can put the reunion logo and news in the *PAW* notes and other class communications. He/she can also provide information about class members that could be useful in identifying participants for the Alumni-Faculty Forums or other reunion activities.

Treasurer -- The Class Treasurer is responsible for maintaining the financial stability of the class, and thus interested in having the reunion stay in the black. The Treasurer might be able to provide financial advice if necessary, provide an advance (a loan that must be repaid) to the reunion from class funds to cover early expenses, and give tax-exempt information. **Because of restrictions on tax-exempt organizations, all reunion expenditures must be kept separate from the class operating budget.** In order to facilitate this, we recommend that the Reunion Treasurer and the Class Treasurer be two different people.

Class Agent -- Each year the Class Agent will be in touch with many members of the class, as will the rest of the class' Annual Giving volunteers. If you wish, reunion information can be conveyed through the Annual Giving mailings. However, please note, that Princeton Reunions weekend has long been considered the time for classmates to reconnect, renew friendships, and make new ones, without active solicitations or fundraising appeals of any kind. Class Agents and other officers should be careful not to link Annual Giving donations with Reunions attendance.

Class Associates Chair -- The Class Associates Chair is responsible for maintaining communication with the associates (spouses, widows and widowers) of the class. During major reunion preparation, the Chair makes sure that the needs of the class associates are met and often sends personal invitations so that the associates feel included.

Community Service Chair -- The Community Service Chair is responsible for assessing class interest in community service and then, with a committee of classmates, developing and implementing a project that best harnesses the skills and interests of the class to meet the needs of the community. He/she can provide ideas and assistance in creating a major reunion service project.

Regional VP's or Representatives -- A regional network, if established, can contact classmates in their region and encourage reunion attendance. These volunteers might also hold momentum-building parties or other events.

Technology Chair -- With the emphasis on web sites and electronic communication, many classes have Technology Chairs or Webmasters. He/she is responsible for creating and maintaining the class web site and may also assist with other electronic communication. While you might have a Webmaster just for the Reunion, the Class Technology Chair can also be a great resource in reunion communications.

3.2 REUNION CHAIR(S)

3.2.1 *The Job*

The Reunion Chair is normally appointed for a five-year term, covering four satellite/off-year reunions and one major reunion. Some classes, however, have different volunteers run the satellite reunions than the major reunion. In this handbook, when we say “Reunion Chair,” we are referring to the Reunion Chair for the major reunion. Ultimately, the Reunion Chair is responsible for **all** of the arrangements listed in this handbook. The major components of your job can be characterized as:

Recruit and organize your committee. The areas of responsibility defined here are outlined at a low level of detail to give you as much information as possible. Each class tends to create a reunion committee organization that suits the age of the class members and the class character, as well as the characteristics of the volunteers on the committee. One person may handle several of the “jobs” defined here.

Oversee and inspect all areas. It is your responsibility to know what is happening with your committee and to keep things on course. Keep in touch with your committee and class officers, organize meetings, send committee e-mails and pick up the slack when necessary. If you have a reunion co-chair structure, you may wish to establish a reporting structure that has certain committee chairs reporting to each reunion co-chair. The co-chairs then should share information about the entire committee.

Complete the Logistics Confirmation Form. In an effort to centralize the collection of necessary information for the On-Campus Committee for Reunions, the Reunion Chair or a committee member must submit several **brief** online surveys to the Office of the Alumni Association between March and May. In general, the forms require the following information:

- Entertainment (list of bands)
- P-rade (bands and floats)
- Food/Beverage (meals and vendors)
- Vendors (access to campus)
- Special HQs Security Needs
- Housing (hotel blocks and bed fee)
- Transportation (special arrangements)
- Memorial Service (date, time and location)
- Class Photo (date, time and location)
- On Site Contact Information (cell phone numbers for Reunion Chairs)
- Finance Contact (Post-Reunions)

Stay in contact with the Office of the Alumni Association staff and your assigned liaison from the Committee on Reunions. These staff members and volunteers are more than willing to answer your questions, serve as a sounding board and point you and your committee members in the right direction.

Track your reunion planning and execution. Your class and the APGA will certainly have more reunions, and you may even find yourself in charge again! Try to keep notes on the experience as you proceed: important decisions and their consequences, things that worked and others you might have done differently, and any other hints and helpful ideas. Future reunion chairs will thank you!

Consult the prior year's Reunion Chair and other committee members for ideas regarding the site, crew, programs, meals, etc.

You can make your job easier by:

Appoint good committee chairs and enough of them. For some positions, it definitely helps if they live reasonably close to Princeton so they can meet with the various on-campus departments. We suggest you pick people who you know are action-oriented and representative of the broad interests of the class. Your committee is comprised of volunteers, and you want to be very sure that each member will own his/her responsibilities. Otherwise, these tasks will fall on your shoulders, as the tasks eventually need to be completed.

Promptly complete your reunion committee member roster. It will be easier for the attendees of your reunion and University staff members to support you if they know the proper people to contact for inquiries about food, costumes, headquarters, etc. If they don't know whom to call, they'll call you.

Select your Crew Manager. Because of the complex nature of the job, your student crew manager **MUST** have prior Reunions experience in order to serve in this role. Many hires are actually made the summer or fall before Reunions. The year preceding your major, watch the crew managers and crew in action. Seek crew manager references from the prior year major and the Office of the Alumni Association.

Oversee the Student Crew. Your student crew manager should be overseen, not left alone to do the job. A student crew handbook or playbook, compiled in advance by your planning committee can be quite helpful to your crew manager(s) and crew. The Office of the Alumni Association handbook and planning checklist for crew managers are helpful resources and located on the Office of the Alumni Association Reunions Volunteers web page.

Start early! A good reunion is one that is well-planned in advance. Eighteen months ahead of time is not too early to start. You will have to do the same amount of work, whether you do your planning in four months, twelve months or eighteen months. The longer the planning period, the more fun and stress-free your job will be.

Consult your Committee on Reunions liaison. Your Committee on Reunions liaison is an experienced Reunions volunteer, who can serve as a sounding board and help you through difficult situations or decisions.

Contact the Office of the Alumni Association if you have **any** questions (please review the appropriate handbook section and planning checklist before you call or e-mail, as your question may be answered

there). Encourage your committee members to read their section of the Handbook and visit the Office of the Alumni Association Volunteers web site for resources and forms. The suppliers list is especially helpful to your committee in the early planning stages.

Follow the planning checklist, complete the required forms promptly, and file them with the Office of the Alumni Association. Also encourage your committee members to follow their section of the planning checklists for key deadlines. This will help you have a successful reunion.

3.2.2 Timetable

The basic timetable is to start recruiting and organizing your committee about two years to 18 months in advance, do the bulk of the planning 18 to 6 months in advance, and work in earnest on all the details during the reunion year. We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.2.3 Reunion Etiquette

There are traditions surrounding many aspects of Princeton, and Reunions is no exception. Here are a few examples of subtle things of which you should be aware.

P-rade. Class officers traditionally lead the class, often between the banner and the band. Classes typically cheer each other: classes cheer the passing classes and marching classes cheer the classes that they pass. As each class passes the reviewing stand at the end of the P-rade, the narrator provides information and interesting tidbits about the class, the reunion and the costume. The class must provide some kind of a script and/or other data to the P-rade narrator. The class should be instructed not to linger in front of the reviewing stand. Ideally, classmates should cheer while marching, but if pausing is necessary, do so briefly (30 seconds) as the P-rade is long and needs to keep moving. Encourage your classmates to avoid creating gaps while marching. Reviewing the formation and instructions at the Friday class dinner or distributing written instructions on small slips of paper at the Saturday lunch can help with this cause.

Housing at the Nassau Inn. The demand for rooms at the Nassau Inn usually exceeds supply by a significant margin. Room reservations for the class are arranged directly with the Nassau Inn in June, a year before your major. Ideally your class will discuss an approach to assigning those rooms in advance (class officers given first priority, Class VIPs given priority, first come - first served, etc.). The class may wish to make classmates aware of the dates far enough in advance to allow those wishing to stay at the Inn to coordinate reservations through the class. The full rate for the rooms must be paid in advance to the Nassau Inn when the reservations are made.

Meals for entertainers. Contracted entertainers, including student groups, may expect to be invited to eat with the class when they perform at a meal. It is wise to be aware of this and to state your class policy up front. Don't forget to give them meal tickets to avoid confusion in the meal lines.

Hidden costs. Be sure to review the Finances section to plan for other “unexpected” costs. A careful review of each major area of responsibility can also help with this.

A Green Reunion. Consider ways to have a more eco-friendly reunion. Check out the “Greening Reunions” section in the Suppliers List. Consult with committee members and classmates who are enthusiastic about this issue. Contact the Office of the Alumni Association for best practices from past reunions.

3.2.4 Related Information

Student wages. The pay scale for student wages is set by the University. The Student Crew Payroll Guidelines document is available in the Student Crew section of the Reunions Volunteers web site. It is important to ensure that your student crew reflects the composition of the student body, including areas such as gender, ethnicity, undergraduate and graduate student status. More information is available in the Student Crew section.

Permits and other legal requirements. Some elements of a major reunion require permits, special insurance or licenses from the state, town or University. These include alcohol, noise (from your bands), vehicles in the P-rade, outside caterers, certain site enhancements (such as candles) and some entertainment. Typical requirements are outlined in the relevant section of this handbook (Beverages, Food, P-rade, Program, etc.). Note that deadlines can be strict and failure to meet them can result in your request being denied. If you're not sure whether you need special approval or insurance, check with the Office of the Alumni Association.

Emergency Preparedness – Weather & Evacuation Sites. In the event of a possible lightning storm, it may be necessary to shut down the sites for a short period of time. The head Public Safety Officer at your site will direct people to take shelter inside of specified campus buildings. The Officer will also give the “all-clear” for resuming activities. The Office of the Alumni Association will provide each major reunion with the list of evacuation sites for the headquarters and meal sites for that reunion.

3.2.5 Pulling it All Together at Reunions

The Reunion Chair(s), Registration, Student Crew and Headquarters Chairs and any other applicable committee members should meet with the Student Crew Manager and the entire reunion crew several days before the reunion to cover the following:

1. The Manager should assign specific responsibilities to each crew member. These may include:
 - Bartenders for beer/wine/alcohol bar AND for soft drink/water bar
 - Check-in/registration desk
 - Housing/linens coordinator
 - Costume distribution coordinator
 - Cashier
 - Off-site activities

- Transportation coordinator
 - Children's activities coordinator
 - Sunday morning clean-up
2. Prepare packets for registration check-in by name. The packets may contain:
 - Class reunion schedule/program
 - Office of the Alumni Association Reunions Schedule of Open Events
 - Pre-paid meal tickets
 - Class badge/button
 - Costume items, if small
 - Emergency evacuation procedures
 - Anything else...time of class picture, photo order form, etc.
 3. Ensure that beer/liquor bar(s) AND the soft drink/water bar are staffed throughout the weekend.
 4. Review registration check-in procedures so that the crew is knowledgeable about fees, procedures and can process returning classmates expediently.
 - Review the wristband distribution procedure and ensure that space is left for the wristbanders to be the second point in the check-in process, after verification of registration and before costume and packet distribution
 - Have a print-out of all pre-registered guests
 - Have a fee schedule for walk-ins, with or without spouses, for a day or the full reunion
 - Have information on the satellite arrangements, including the satellite binder lists from the Office of the Alumni Association on which you check off the attendees
 5. Designate a housing/linen coordinator.
 - Have a list of pre-registered classmates and assigned rooms
 - Inventory linens
 - Set up a procedure to distribute linens and record deposits
 - Set up a similar procedure to distribute room keys and record deposits
 - Set up a procedure for accepting linens and keys, and returning deposits
 - All checks and a list of all deposits should be given to the cashier
 6. Designate a costume coordinator to layout and distribute costumes if applicable.
 - Label by pre-registered classmate name and put on hangers
 - Lay out extras by size, so everything is immediately retrievable
 - Set up a reserve for walk-ins, but do not tap into the pre-registered and labeled stock to get "the right size" for a walk-in
 - Set up a display for optional or purchasable items
 - Set up procedures for accepting checks or cash for any purchases, and give the funds to the cashier as well as the reason for the payment

7. Designate a cashier. The cashier will be responsible for all checks and cash from all sources, and will keep a record of source and purpose.
 - Registration
 - Costumes -- current or past
 - Linen deposits (Do NOT put through deposits on credit cards or cash these checks!)
 - Room key deposits (Do NOT put through deposits on credit cards or cash these checks!)
 - Children's activities
 - *A la carte* meals
 - Other

8. Designate a back-up for each crew member. It is important that more than one crew member be trained for each job, to allow for rotation or to fill in if needed. The crew manager should set a schedule for each crew member, to be sure each has official "rest times" and that all stations are manned appropriately as needed (especially Saturday and Sunday morning).

9. Make a list of the office supplies that will be needed to purchase:
 - Envelopes
 - Tags/labels
 - Pens, pencils, magic markers
 - Poster board
 - Tape, paper clips, stapler, scissors
 - Cash box, receipt book
 - Coat rack hangers (can be rented from Building Services)
 - Medical/First Aid kit
 - Extra recycling bins (can be ordered from Building Services)

10. Review Sunday check-out procedures and times.
 - See the checklist for Crew Managers prepared by the Office of the Alumni Association
 - Inspect your site to make sure it is left in better shape than you found it
 - Note that linen counts and key returns are crucial
 - Crew members and committee members need to remain at Headquarters until all tasks have been completed

3.3 ALUMNI-FACULTY FORUM

3.3.1 The Job

The Alumni-Faculty Forum representative ensures that your class is represented on the Alumni-Faculty Forum panels held during Reunions. This position requires someone who can get to the campus for monthly meetings throughout the fall. This person must also have regular access to e-mail and be able to read attachments. The Alumni-Faculty Forum Chair's responsibilities are to:

- Represent the class on the Alumni-Faculty Forum Committee by attending every meeting. It is not possible to call in to AFF Committee meetings, so it is important that the AFF Chair be able to participate in person.
- Solicit ideas and panelists from the class.
- Act as liaison for information about any class-sponsored seminars to be held during Reunions.
- Review documents sent out via e-mail from committee members and the staff liaison. Thus, it is essential that the AFF Chair be willing to use e-mail and able to receive attachments to e-mail messages (Word documents, Adobe PDFs, Excel spreadsheets, etc.).

3.3.2 Background

Alumni-Faculty Forums began about forty-five years ago and have become a tradition at Reunions. Each year 2,000 to 2,500 alumni and guests attend between twelve to fifteen forums, which are held from Friday morning through Saturday morning. Forums are composed of panels of three to five alumni, representing major reunion classes and the APGA, and are moderated by a faculty member or administrator well-versed in the field the panel explores. Panelists are nominated on the basis of their experience and knowledge in the subject topic.

Forums often explore current key issues in health, politics, finance and business, religion, the arts, family life and many other areas. Some examples include: *Do We Take Our Infrastructure for Granted?*, *Is There an Honor Code in Sports?*, and *Prospects for Post-surge Iraq*.

Each discussion is usually an hour in length. The moderator positions the issue and introduces the panelists. Each panelist then briefly (3 minutes) presents a perspective after which the moderator leads discussion between the panelists and the audience. The discussion is often the best part of the panel.

Forums are generally held in the major lecture halls. All alumni, family members and guests are invited to attend the forums. Entry is free of charge and registration is not required.

3.3.3 The Alumni-Faculty Forum Committee

Alumni-Faculty Forums are essential to a successful reunion and are a highlight of Reunions each year. Advance forum publicity can be a tremendous draw to encourage alumni to return for Reunions. To be most effective, the AFF Committee needs to line up the forum schedule at an early date.

The committee is composed of local classmates from the APGA and the major reunion classes up to and including the 50th Reunion. The committee selects topics, nominates alumni, and invites and confirms panelists. Meetings are held weekday evenings in the Hearth Room at Maclean House. Meetings are scheduled for the fall and winter, usually starting in September or October. It is essential that members have another representative present if they are unable to attend a given meeting.

The Office of the Alumni Association staff is responsible for much of the follow-up. They keep track of possible topics and panelists, invite the faculty moderators, assign the times and locations of the forums, manage the AFF online submission form (which collects exact business title, contact information, schedule conflicts, and the biographical paragraph for use by the moderators), and publicize the schedule. They also coordinate biographical data for panels, inform the participants of other panel members and the moderator, and reconfirm time and location (in case of change). They send confirmation materials to all panelists and moderators that include forum format, instructions, descriptions, date and time of panels, and the names and contact information of other participants.

3.3.4 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.3.5 Related Information

- The Office of the Alumni Association will provide each committee member with a list of classmates or graduate alumni sorted by profession. Other information about alumni can be obtained from TigerNet.
- Class/APGA officers and the Class/APGA Annual Giving committee can be a valuable source of information for topics that may be of interest to the class and suggestions for possible panelists.
- AFFs are held during the following times:

| | |
|-----------------------|--|
| Friday of Reunions: | 9:15 a.m. – 10:15 a.m. 10:30 a.m. – 11:30 a.m. 2:30 p.m. – 3:30 p.m. |
| Saturday of Reunions: | 9:15 a.m. – 10:15 a.m. 10:30 a.m. – 11:30 a.m. |

3.4 ARTWORK

3.4.1 The Job

If a picture is worth a thousand words, the reunion logo makes a thousand statements about the class—clever, bold, witty, audacious, inventive, reflective, even hasty (see the **Theme** section for considerations). But attending to the many sides of Artwork in a reunion has as much to do with production as it does with creativity.

Ideally, the reunion will have artistic and creative resources within—an artist, graphic designer or art director, a web site developer or computer graphics specialist, an editor or publisher—to help develop the logo and other artwork in the context of discussions about the reunion theme and how to express it visually. Once developed, the logo appears in the *PAW*, on stationery, clothing, buttons, a yearbook, signs for the P-rade, bumper stickers, pennants, refrigerator magnets, lapel pins, reunion guides, tent banners. . . you name it, it has probably been done.

For each and every one of these uses, a high-resolution graphic file, usually an Illustrator or EPS, will be needed for a reunion committee member—and his or her vendor(s)—to do their jobs smoothly. Thus one person needs to be “Keeper of the Artwork”; the central source for a common file that will ensure a consistent look and quality in all uses across the many parts of the reunion. Once the logo is complete, be sure to send it to the Office of the Alumni Association and the *PAW*.

Since the artwork invariably includes at least one color in addition to black and white, a person conversant with computer graphics is vital. When a vendor phones to complain that the 300 dpi line art just doesn’t have the resolution to hold in some application, you’ve got to know where to send the call. There is much more involved than putting a sketch on a scanner.

PLEASE NOTE: Print vendors and others use the Pantone Matching System of colors and numbers to ensure consistency. **Princeton’s orange for Reunions is PMS 158.**

1. Begin to develop artwork in the earliest discussions about theme. Let word play lead to image play—and the reverse. Look for contemporary themes, or even a retro theme from campus days. Some logos use an extension of a prior logo and theme from the last major reunion. Decide on artwork at the same time as the theme. The logo will be needed for stationery and the class web site. Sample images from past years are available from the Office of the Alumni Association.
2. Identify early the Artwork Chair, artist or not, and make it clear all requests for and uses of the artwork go through that person. This will ensure that the correct artwork is always used.
3. Build a list of all uses, including the nature and the color of material on which the artwork will be imprinted, embossed, stitched, stenciled, etc. If materials vary in color, consider implications. An orange and black logo developed to look good on a white polo shirt will definitely need reworking for a black book cover. Think about how big the artwork will be displayed in any use.

4. Remind all subcommittee chairs to contact the Artwork Chair for **each use** of the artwork when needed by vendors. Keeping this central source avoids potential problems in the use of the artwork.

3.4.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.4.3 Related Information

The University Shield and other images. Princeton's registered trademarks include the names: "PRINCETON UNIVERSITY", PRINCETON, the "Dei Sub Numine Viget" Shield, the 250th Anniversary logo, and the "Clio Tiger" design. Other marks include variations on the above marks, tigers, the block "P", buildings, such as Nassau Hall, and any other mark associated with the University. These are available for approved uses when permission is obtained. The Office of the Alumni Association will help with the process, but be sure to have the logo approved before it has been printed on anything to avoid a reprint. Contact the Office of the Alumni Association about use of such graphic identities and to obtain approval.

Copyrighted materials. If you are planning to use existing graphic materials, such as magazine covers or illustrations, titles of books or movies, as part of your reunion "signage" and image, be sure to get permission from the copyright owner. Given the limited use on campus, you are almost certain to receive it. If you do not ask, however, you may be in violation of copyright laws.

Things to avoid. As a general practice, you should create logo images that are family friendly and avoid images in your theme and logo that will offend people and could create negative feelings or feedback about your reunion. Some negative examples include using weapons, ethnic parodies, clear references to alcohol, etc.

Can't find the graphic artist you need? Check the Reunions Suppliers List located on the Office of the Alumni Association Reunion Volunteers web site.

3.4.4 Best Practices

Not a small part of '68 winning the Clancy Trophy for its 30th Reunion was the extensive use of its simple but evocative theme, "It's About Time" (embellished with 1968 covers from TIME magazine)—a theme that arose from the class's beer-jacket logo of 30 years before.

3.5 ASSOCIATES LIAISON

3.5.1 The Job

The job of the Associates Liaison is to serve as the link between the committee and associates of the class. Class associates are spouses, widows and widowers of classmates. This might include the following:

1. Verify that associates receive reunion information and make personal contact with them.
2. Invite associates to the memorial service, particularly those whose spouses died since the last major reunion.
3. Coordinate associate contributions for the yearbook.

3.5.2 Related Information

Class Associates Chair. Many classes have a Class Associates Chair, whose primary function is to maintain communication with associates for all class activities. If your class has such a chair, he/she could probably serve as a reunion link.

Class Associates Committee. The Office of Annual Giving and the Office of the Alumni Association support this committee, which includes all Class Associates Chairs.

Costs. Many older reunions invite widows to attend Reunions at no cost. While not many attend, the gesture is often appreciated.

3.6 BEVERAGES

3.6.1 The Job

The Beverage Chair is responsible for arranging for alcoholic and non-alcoholic beverages throughout Reunions. The basics of the job are as follows:

1. Coordinate with the Food Chair regarding meal sites, menu selections and cocktail parties/receptions. You should coordinate dinner beverage selections with menus. Be sure to have finger food and non-alcoholic options available at cocktail parties/receptions.
2. Coordinate with the Headquarters Chair to ensure that there are separate areas for alcoholic and non-alcoholic beverages. Make the non-alcoholic beverage station as attractive and accessible as possible. Make sure the non-alcoholic beverage station is checked frequently (at least once/hour) during the weekend and that you have made arrangements for the kegs to be locked up when not in use. (This often involves purchasing locks and chains.)
3. Contact local distributors (several are listed in the Suppliers List) to coordinate beverage needs at Headquarters. Some suppliers may be willing to provide you with plastic cups with the class logos imprinted on them (usually at a cost). Consider ordering eco-friendly cups and ordering a smaller amount of the plastic logo cups as souvenirs for your classmates. Also, some retailers may refund unopened bottles/kegs of alcohol. Negotiate up front and get the details in writing.
4. Arrange for ice and large buckets for ice to keep kegs and other beverages cold. There is an ice vendor on call during the weekend and often your crew can pick up ice directly from the vendor's truck, which is located in one of the parking lots on campus. You can rent the large ice tubs from Princeton's Building Services department. In conjunction with your beer vendor, educate the crew on the best ways to keep the kegs cool (for example, shaded areas near the bar).
5. The Office of the Alumni Association coordinates a water program for all major reunions. Your reunion will be charged for any missing or unusable containers and for damaged water coolers. The water coolers are very popular. Make sure they are placed in your soda tent in a visible and accessible location. Keep track of your empty water containers and do not allow them to be used for any other liquids. Note that the water coolers need electricity.
6. Work with your student crew to staff the bars and the non-alcoholic beverage station. Any crew members serving alcohol must complete the TIPS training, which is offered on-campus. Consider having a graduate student in charge of alcoholic beverages, as they are older and can bring an additional level of responsibility and oversight to the job.
7. If Saturday is an extremely hot day, consider having some members of your student crew distribute bottles of water at your class staging area during the P-rade. Please note that your class is prohibited from serving alcohol at the P-rade.

3.6.2 Time Table

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.6.3 Related Information

Alcohol: It is illegal to sell liquor by the bottle at headquarters. The best way to remain within the law is to let individual alumni procure their own liquor. It is also illegal to serve alcohol to minors.

Liquor License and Post-Reunion Reporting: There is a firm deadline for filing this form with the University for submission to the state. Failure to meet the deadline will result in your reunion being unable to serve alcoholic beverages. When you receive the liquor license application and information in late January, return it to the Office of the Alumni Association immediately. Remember that you will need a certified check or money order from your Finance Chair for the license fee. After Reunions, you will be required to send to the state a completed alcohol consumption/inventory form.

Non-alcoholic options: Many reunion guests prefer to drink non-alcoholic beverages. A constant supply of beverages, including water, soda and juices, should be made available at Headquarters and at off-Headquarters activities. Provide water bottles and juice boxes for the children's area at Headquarters, if applicable. Large picnic-type containers can be used to mix iced tea and lemonade. Some reunions have had great success with coffee bars.

Snacks: It has become customary to provide snacks (ranging from pretzels to pizza) in addition to the beer and other beverages served at the bar at Headquarters.

Legal Exposure: The University has umbrella liability coverage. The Princeton University Risk Management Guidelines for Reunions are available on the Reunions Volunteers web site.

Tag Bar: Some smaller reunions arrange for a tag bar for hard liquor. A tag bar is a safe place for attendees to store bottles of alcohol that they have purchased. Each bottle must be labeled with the owner's name and only the owner may be given that bottle. This option is not available to all reunions because of Public Safety concerns. For more information, please contact the Office of the Alumni Association.

3.6.4 Alcoholic Beverage Regulations

It is unlawful to serve alcoholic beverages to a minor. This includes beer. New Jersey law defines a minor as anyone under 21 years old. The Office of the Alumni Association strongly recommends that a graduate student be hired on each crew to oversee the distribution of alcoholic and non-alcoholic beverages at each major reunion site. This beverage manager and all bartenders on your crew will need to take the TIPS certification course arranged by the Office of the Alumni Association or the bartending training course on campus. This is a campus requirement for all bartenders. Reunions are not exempt.

Your bartenders are responsible for following and enforcing the New Jersey liquor laws. In doing so, you and they should be guided by the following key points:

1. A New Jersey Liquor License is required to serve (free) alcoholic beverages at Reunions. A different license is required if alcoholic beverages are to be sold. (Selling alcoholic beverages is not permitted.)
2. The Office of the Alumni Association staff will coordinate the application and issuance of liquor licenses since these permits require signatures of approval by both local and state governments.
3. Each reunion must post the approved licenses at its bar during the entire reunion. The Office of the Alumni Association staff takes care of this task.
4. Each reunion is responsible for completing the required Inventory Report and submitting it directly to the State of New Jersey **no more than** ten days after the event.
5. All student crew members tending bar at Reunions must complete the “TIPS” training session on alcohol awareness. There is no fee for this course if your class uses the distributor who runs the TIPS program; however, there is a nominal fee for the crew members of classes who have not contracted with this vendor. It is up to you whether you wish to pay for your crew members who take the course or whether you will require them to cover their own expenses. The Office of the Alumni Association plans several dates and times for this course. Certification is good for three years. It is strongly recommended to have every member of your crew complete the TIPS training so you won’t have crew members who are unable to work the bar.
6. Bartenders must not “stack” drinks or serve minors. If in doubt, they should ask for two IDs which state the age of the person. No individual without the proper wristband may be served. A Public Safety officer is stationed at each bar in the evenings to help with this.
7. Bartenders should not try to handle problems over an ID, unruly persons or related situations. They should immediately contact a Public Safety Officer to settle the matter.
8. No open containers of alcoholic beverages may be carried outside the Headquarters area.
9. All Reunions must have a plentiful supply of non-alcoholic beverages available at all times. Failure to do so will result in disqualification from the Clancy Award (and many complaints from attendees!).

3.7 CHILDREN'S PROGRAMS

3.7.1 The Job

Reunions are a family event for many alumni. When the children involved in a reunion are happy, their parents (and many of the other adults at the reunion) are happy too! The job of the Children's Programs Chair is to make this happen by coordinating children's activities during the reunion weekend.

1. Together with the Reunion Chair(s), decide the extent of children's programming the class is going to undertake itself, if any; coordinate the budget for these activities with the Reunion Finance Chair.
2. Build a schedule for children's activities for the weekend, taking into account the expected age range of the children, any adults-only activities and any other sources for children's activities.
3. Communicate Tiger Camp information (forms can be found on the Office of the Alumni Association Reunions site).
4. Contact other major reunion classes if you wish to co-sponsor activities.
5. Arrange for entertainment and/or vendors.
6. Publicize the children's activities in reunion mailings, flyers and/or posters at the reunion.

3.7.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.7.3 Related Information

Tiger Camp. Tiger Camp is a child care/entertainment program offered by the Princeton YWCA through the University during Reunions weekend. This is a supervised child care arrangement with experienced care providers. Children are grouped by age and have age-appropriate activities. Tiger Camp generally has two different locations on campus; one for infants-age 5 and one for ages 6-12.

Reunion attendees deal directly with the YWCA in contracting for services. Typically, the YWCA offers child care from 6:00 p.m. to midnight on Friday and Saturday, including dinner. Parents may sign children up for one night or both nights, depending on availability. Charges are per child, and there are early registration discounts. Walk-ins are not permitted. For security reasons, each Tiger Camper and parent receives a coordinating wristband. Children must be signed in and signed out by a parent.

Feedback from families who use Tiger Camp has been very positive. From the class, APGA and University perspective, this is an ideal supervisory situation, as trained caregivers are providing care under the control and supervision of the YWCA. For many reunioners, however, the added expense of Tiger Camp, or a desire to have their children with them for part of an evening, discourages them from using the service.

Reunion courtyard activities. Many classes provide children's activities as part of the children's reunion package. These activities help occupy the children during times they are at Headquarters. These are not supervised childcare or babysitting programs, but rather programs where parents can enjoy the reunion with their kids. These plans have included carnival-type games, pony rides, moonwalks/bouncy houses, DJs, magicians, science demonstrations, soccer and Frisbee games, video screenings, clowns, balloon artists making tiger/animal balloons and face painting. Many classes find a quiet area in their Headquarters/dorm area for a children's rest location and/or show supervised movies during some or all of the band hours at night. Some even arrange for video games.

It is important to be aware of how these activities are to be viewed. Reunions should not offer "babysitting," because there are serious responsibility and liability issues involved. If the reunion is providing supervised activities, it should be made clear in all communications about the program that parents are expected to remain nearby and that activities for the children require supervision by their parents. Extra student crew members should be hired if you are planning to have organized children's activities run by the crew.

Multi-class events. Classes sometimes arrange to share activities as described above, or to co-sponsor other kinds of events. Past examples include an on-campus family concert, soccer scrimmage and sports clinics.

Teen programs. For Reunions with many teenagers attending, it makes sense to have special teen programming. While teenagers often want to escape their parents' reunion courtyard, having great programs just for them will help them have a great weekend too. Outdoor Action has many activities that are appropriate for teenagers. Other ideas include movies, sports, and panels on preparing for and going to college. You can also arrange with Dining Services for special meal tickets for use at the Frist Campus Center Cafeteria. Coordinate with your Food Chair to obtain them.

University-wide activities. There are often many things going on across the campus that may be of interest to families. Outdoor Action has sponsored walks, demonstrations, and athletic type excursions (canoeing at Lake Carnegie, rock climbing at "The Wall," etc.). The Cotsen Children's Library at Firestone usually sponsors storytelling and audience-participation drama on Saturday morning. Check the Reunions Schedule of Open Events (published by the Office of the Alumni Association) for more information. The preliminary schedule is available online in early May.

Vendors and other help. Some types of vendors to consider are clowns, DJs, magicians, balloon artists, face painters, moonwalks, etc. These can be found in the Suppliers List.

Be aware that some entertainment—such as ponies or a moonwalk—may require arrangements with University Departments (such as Buildings and Grounds) or need special permits or certificates of insurance. Communicate your ideas to Office of the Alumni Association staff and submit all contracts to Risk Management for approval.

3.8 COMMUNITY SERVICE

3.8.1 The Job

The tradition of linking a service project to a major reunion emerged in honor of the University's 250th Anniversary. The University alumni community was challenged to come up with new one-time and ongoing community service projects (the 250x250 Community Service Challenge). Many classes started or expanded projects at their major reunions. The tradition is fitting of Princeton's unofficial motto, *In the Nation's Service and In the Service of All Nations*. The practice has had an extremely positive side-effect for major reunions. Some classmates who would otherwise not return will do so to contribute to a meaningful project. Also, the kind of camaraderie that is created working together in the service of others, even for a few hours, adds a unique dimension to Reunions.

The job of the Community Service Chair is to help select and champion the reunion service project. In some cases this will be a continuation of an ongoing class project, or something that helps with one dimension of that project. In others, it will be linking up with existing University groups to help in some way. The basic job is to:

- Identify and coordinate the reunion service project for the class.
- Consider linking the project idea to the reunion theme.
- Work with class and/or University service groups.
- Organize, publicize and facilitate the project.

3.8.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page. Planning for a major reunion service project one or two years in advance can help build momentum for the project.

3.8.3 Related Information

Past project ideas. Projects have ranged from simple, one time events (such as contributing to University book drives) to the long-range and complex (such as sponsoring and helping to build a house for Habitat for Humanity). Ideas have included:

- Book drives (these can be connected with other projects, such as helping an impoverished school start a library)
- Collecting and donating gently used sports equipment and eyeglasses
- Clothing drives
- Sponsoring and building a Habitat for Humanity house
- Working on local brownstone renovations and building area playgrounds
- Reading to children in the Hank Panell (Clay Street) Learning Center

Link the theme to the project or vice versa. This may be appropriate depending on the scope and size of the project. '77's "Gimme Shelter" sponsored a Habitat for Humanity house, '79's "Return to Classics" had a book drive project entitled, "Return with a Classic."

University service groups. The Alumni Council Committee on Community Service can provide information on projects and contacts; the current Chair and Vice Chair are listed under the Alumni Council Committees section: <http://alumni.princeton.edu/main/>. The Student Volunteers Council (SVC) is one of the largest groups on campus, which sponsors a long list of projects. The Pace Center for Community Service can make suggestions of possible projects and what help is needed. Contact information for SVC, the Pace Center, Community House and other campus groups can be obtained from the Office of the Alumni Association or <http://www.princeton.edu/main/>.

Community groups. The Office of Community and Regional Affairs is in contact with many local community organizations and can help you match class interest to a suitable project.

Tax-exempt restrictions. Princeton classes receive non-profit status under the University's umbrella in order to further Princeton's mission: research/scholarship and teaching of current University students. The Internal Revenue Service requires that donations to the class organizations be related to the class mission. Service projects fall into this category only if they have in-person components that bring together classmates, thereby enhancing their connection to the class and to Princeton. Reunions engaged in hands-on projects may solicit donations for the project as part of their regular mailings or their web site. Without an in-person component, a reunion cannot solicit such funds or make such a donation. In addition, University policy prohibits using the class mailing list to solicit funds for a non-Princeton purpose. The class, however, may mention the work that is being done (without making a solicitation) and provide classmates with a contact person should they wish to follow up individually. That way, the separate organization may create its own database of donors and interested individuals.

Because of the complexity of these situations, the Community Service Chair should seek approval from the Office of the Alumni Association before beginning any community service effort and especially one that involves fundraising of any type.

3.9 COSTUMES

3.9.1 The Job

The class reunion costume or uniform serves to identify and unite the class at Reunions. It also characterizes your class in the P-rade and expresses the theme of the reunion. There are a number of traditions surrounding class costumes. Seniors wear a 'Senior Jacket' (formerly called a 'beer jacket'), usually including a design that illustrates something unique about their class. The 25th Reunion class designs a class blazer, often constructed from a fabric designed specifically by and for the class. Costumes typically change at each major reunion through the 25th; after that minor variations may be made, but the blazer is usually maintained (it is sometimes changed again between the 40th and 50th).

The responsibility of the Costume chair is to design and procure all costume components and receive, track and distribute costume orders. Tasks include:

1. Design the costume, coordinating with Reunion Chairs, Theme, Artwork and other committee members. Classes sometime solicit ideas from the entire class for costume elements (jackets, vest, shirt, pants, shorts, hats, etc.) and design along with theme ideas. There are often variations on the costume components for classmates and spouses, and usually at least a T-shirt for children. Some classes have had "color your own t-shirts" which the children color as an activity and then wear in the P-rade. Also consider extra accessories, such as hats, tiger tails, umbrellas, canes, totes and the like that can accentuate the theme, particularly in the P-rade.
2. Coordinate with the Artwork Chair on designs, artwork and use of the reunion logo.
3. Coordinate with the P-rade Chair on ordering any giveaways. These are small items, often given to classmates right before the P-rade, that can add interest to the costume and the P-rade. Many classes have fun sunglasses, kazoos for a band theme, etc. Even something as simple as temporary tattoos, especially for the children, can add to the fun for all involved.
4. Identify and work with vendor(s) for all costume components.
5. Order buttons to be used as name tags at Reunions. These often display the logo or some part of the logo. Remember to leave enough space for names to be written legibly. Note that enough buttons need to be ordered for the major reunion alumni and guests and ALL expected attendees from the satellite classes at your headquarters.
6. Receive, track and organize costume orders from classmates and vendors.
7. Create a process to distribute costumes at Reunions.

3.9.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.9.3 Related Information

Soliciting class input. It is very important to get classmates involved in costume design, particularly for the 25th blazer selection. Some classes do surveys for design and component ideas. Others have held contests. Using the web to show samples can be very helpful in reaching a large, widespread constituency. Don't work in a vacuum – be sure to run your ideas past the Reunion Chairs and Committee Members. The Reunion Chairs and Class President must approve the final design.

Costume traditions. The Senior class wears Senior Jackets, and the 25th is the youngest class to wear a class blazer. Liberal use of orange and black is the norm, but other colors sometimes appear, such as green for a tiger/jungle theme, or purple for a Mardi Gras theme. A more recent tradition was begun by the Class of 1963, whose jackets have the name of each classmate woven into the fabric. Some 25th Reunions have built on this idea by listing all classmates in the lining of their jackets.

Budgeting. There are two sides to budgeting for costumes. The first is to determine what the cost per classmate and family member will be (i.e. jacket - \$30, T-shirt - \$8, Hat - \$6, tote - \$5 for a total of \$49). Then you need to factor in extras to be ordered on speculation about the number of registrations that you expect to receive after costume orders are due to vendors. Also factor in attire needs for the crew (typically 2-3 T-shirts each; they don't have much time to wash them during the weekend), and any extras you hope to sell on-site. Remember to add in any other accessories and P-rade giveaways. A review of past registration forms and Reunion Financial Reports obtained from the Office of the Alumni Association can be helpful. Costume vendors can also give you ideas for quantities and size distributions.

Working with vendors. The more clearly you can communicate your ideas, the more efficiently the design iteration process will run. In design, a picture truly is worth a thousand words. The more you can draw, and the more refined artwork you can provide the vendors, the greater the likelihood that you will get what you had in mind. Remember that the vendors are working with many groups, and conversations can blur. **Put everything in writing and review contracts with Risk Management.** Following up with a letter or e-mail after a meeting or detailed phone conversation is not only very effective – it can be essential if something goes wrong. Require samples of your pieces with enough lead time for design changes and final production. Many vendors will be working themselves with manufacturing companies; be sure to ask whether they have had experience with these companies before and about lead times for production and shipping. Negotiate as many details as possible up front. Give yourself a cushion--you don't want to be sweating about whether your costume is going to arrive. (We recommend you contract for a May 1 delivery date, with a penalty clause for late delivery.) Remember that the more complex the costume is, the greater the opportunity for something to go wrong.

Costume orders. The other side of the process is receiving orders from classmates. Design the order form carefully to avoid confusion. It should be very clear what parts of the costume are included in the registration fees (and this may be different for classmate, spouse and children) and what parts can be purchased for an additional fee. Check with your vendors on specific sizing information to allow classmates to order correct sizes as much as possible (sizes, and item costs, become very significant when you get into ordering jackets and similar items). Design a system to track the incoming orders and create totals for each size and component.

Costume distribution. There are a few basic approaches to ordering and distributing costumes. The first is essentially “batch processing.” Use the incoming orders to estimate total needs, and distribute on a first-come first-served basis at reunions without concern for sizes (or even orders) previously given. The second is more a “specific order” approach. Again existing orders are used to estimate totals, but costumes are distributed based on the specific order received from the classmate. All the components may be packaged together with the classmate’s name, or only the more expensive piece (such as the jacket) might be labeled. The former system is easier to implement, and size exchange is easier, but can leave classmates who arrive on Saturday with ill-fitting or missing pieces, even if they registered early. The latter takes more preparation time, but allows classmates to get what they ordered (though if sizes are wrong, exchange can be more difficult). When more expensive pieces are involved (such as jackets), the specific order approach is strongly recommended.

3.10 ENTERTAINMENT

3.10.1 The Job

The Entertainment Chair's job is to identify and book bands, singing groups and any other entertainment and to serve as host to these groups during the reunion. This includes:

1. Identify and book bands/DJs/orchestras for evening dancing. Popular bands are often booked a year in advance. The Suppliers List includes a number of entertainment contacts.
2. Book student singing groups and get signed contracts (coordinate with Program Chair).
3. Arrange for children's entertainment, if applicable (coordinate with Children's Program Chair).
4. Think creatively: background music, a class talent show, comedians, dance contests, Karaoke, etc.
5. Serve as liaison for entertainment groups at Reunions -- food, set-up, lounge and changing rooms, payment, etc.

3.10.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.10.3 Related Information

Sharing bands. There are actually a couple of ways to share a band. One is to share the cost of having the band perform on a given night. Although there are fewer classmates on campus Thursday night, it's still nice to have something going on. Two or three classes may chip in for a band, and all members of those classes would be invited to the designated headquarters for the entertainment. Another type of sharing is to use the same band on alternate nights; this often reduces the cost to each class.

Student Singing/Entertainment Groups. Student singing groups are often hired by major and satellite reunions to perform at various times throughout the weekend. Contracts need to be in place before the April 1 housing deadlines as only groups with at least three paid contracts are permitted to stay for Reunions and are given housing. This is very important! Don't be afraid to negotiate the price with the group, but be aware that the minimum contract that will qualify a singing/entertainment group to remain for Reunions is \$200/performance.

Contract issues. Recently, bands have been inserting more and more clauses into their contracts. Per Risk Management and University policy, some of these terms cannot be met and therefore have to be removed from the contracts. For example, bands may not be given access to Reunions, except to perform. Therefore, a contract cannot stipulate that wristbands will be given to band members or their crew or their friends. In addition, contracts may not include stipulations that the performers or their crew be given any supply of alcohol by the Reunion.

Housing requests from bands. Some bands have requested space on campus for Reunions. While you are welcome to provide them with changing space in your Headquarters or Crew Rooms, University Policy prohibits you from providing them with overnight accommodations. The limited supply of campus beds in your allotment must be used for alumni and their guests (and your student crew). Should your Reunion have excess housing, it must be turned back into the Office of the Alumni Association for use by major reunions that have a shortfall. (See the Housing section for further information.)

Noise Permits. The Office of the Alumni Association takes care of the application process on behalf of the classes and APGA for noise permits from Princeton Borough and Princeton Township. All bands must stop playing at 2:00 AM.

3.11 FINANCE

3.11.1 The Job

The class is financially responsible for most aspects of their reunion (the University covers the cost of the headquarters and meal site tenting and specific support personnel). The job of the Finance Chair is to prepare a budget, and collect, manage, disburse and track all reunion money. The main functions are:

1. Determine if your class has an existing reunion account and available funds from past reunions.
2. Work with members of the reunion committee to prepare a budget. It is important to project your budget as completely as possible well in advance of Reunions. The Reunions Financial Report, which you submit to the Office of the Alumni Association after your reunion, is also a planning tool for large expenses and should be used accordingly.
3. Establish cash flow and payments calendar from committee reports and refine and push back as needed. Build your reserves by soliciting classmates for early payment of fees and investing in high interest accounts.
4. Consider additional sources of income:
 - Classes sometimes seek contributions from carefully selected members well ahead of Reunions to underwrite financial assistance for classmates who might not otherwise be able to attend. If you consider this, be sure to coordinate this with your Class President and Annual Giving Class Agent. **Note that these reunion contributions are NOT tax deductible. This must be clearly communicated to all donors.**
 - Some classes provide a mechanism for all classmates to contribute to a reunion fund for a very special reunion, such as the 25th or 50th. **Again, note that these reunion contributions are NOT tax deductible. This must be clearly communicated to all donors.**
 - Consider income from souvenir sales: t-shirts, caps, glassware, etc., some of which may be left over from prior reunions and are therefore already paid for.
 - Other types of fundraising must be screened carefully in regard to New Jersey gaming statutes and the IRS non-profit regulations. Check with the Office of the Alumni Association on any and all fundraising ideas. **Note that fundraising not related directly to Reunions is NOT PERMITTED at Reunions.**
5. Collect, manage, disburse and track all reunion money.
6. Complete the financial form after Reunions and submit to University for tax purposes by August 15th. **The University will prepare the necessary tax forms but must have your information by August 15th in order to meet their deadline.** The Office of the Alumni Association can help answer your questions and provide you with a previous financial report forms.

3.11.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.11.3 Related Information

Class Treasurer. Your class treasurer may be able to provide you with financial advice, tax exempt information and certificates, and advances of funds from the class funds. Note that all advances **MUST** be repaid by the end of the fiscal year (6/30).

Setting your break-even point. Reunions are intended to be a break-even venture. **According to the IRS, losses are not permitted to be absorbed by class funds, so you need to be careful.** Have the various reunion committee chairs submit a tentative budget to you at least a year before Reunions so that you can determine a fee schedule to be announced in your first mailing (the summer or early fall before the reunion). You need to project a break-even attendance figure for your budget. (Do not set your break-even too high!) This figure should be broken down into full-fee payers, and estimated fees from spouses, children and other guests, less the projected discount from any early registration offer, Saturday-only fees, and classmate assistance. The goal is to keep things simple for registration, but for classes with children, you may want to consider a lower fee for babies to age three. Estimate your costs for the highest possible attendance, and your income from the lowest. A contingency expense category is a prudent idea as well. A deficit can be covered with funds that were left over from prior Reunions that have never been given to the Class's main treasury. If your Reunion runs at a surplus, consider keeping a moderate balance in the Reunions account as a cushion for future reunions. Surplus reunion funds moved to a class account may not be used for the next major reunion. If the class yearbook or directory is sent to all class members whether or not they attend, class funds can be used to fund this since all class members benefit.

Previous Financial Reports. The Office of the Alumni Association has copies of budgets from previous financial reports from major reunions, as well as extensive attendance information. It is very useful to review the past few reports of a similar major reunion to get an estimate of possible expenses.

NJ Sales Tax Exemptions Each class has federal 501(c) (3) tax-exempt status. Most have applied for sales tax exemption in the State of New Jersey. Copies of your class certificates are available from the Office of the Alumni Association. Check early whether your class has sales tax exemption as it takes 6-8 weeks to process.

Cost containment. Past experience has shown that it is easy for costs to get out of control without increasing the overall quality of the reunion. There are ways to control costs. For example:

- Do not over-order costumes.
- On site, keep strict control of costume inventory.
- Decide what the crew will wear and include it in your costume order; note that crew members probably need two or three shirts, as they will not have time to wash them.

- Be clear about entertainment or marching band requests for meals, transportation or lodging. Include them in your costs.
- Limit off-site meal and party locations as they incur rental, security and/or clean-up costs.
- Keep meal menus simple; accurate count estimates of adults and children helps reduce the charges; use meal tickets to avoid free-loaders.
- Monitor and secure beer, wine, liquor, water and soda, especially after Public Safety leaves for the night. Theft can cause costs to skyrocket.
- Be aware of hidden costs, such as food for the crew before and during the reunion, equipment for Headquarters and Registration, rentals of vans to obtain supplies, if necessary, etc.

Student Crew finances. Student crew finances include budget for student salaries and bonuses, W-2 and other forms required. The Finance chair usually handles these checks. Detailed information is in the Student Crew section. The pay scale for the Student Crew is set by the University. The scale for the current year can be found in the Student Crew Payroll Guidelines document, which is available on the Reunions Volunteers web site.

Operating expenses. The Student Crew Manager will need petty cash for providing last minute necessities, as well as checks for and any rental equipment or vehicles the crew is picking up.

Financial assistance to classmates. Classes may wish to provide financial assistance to those classmates who would be unable to attend reunions otherwise. Classmates may be asked to contact someone in confidence to request this, or the class secretary may make suggestions. Assistance may range from spreading payments over a longer time period, paying only for the direct costs incurred (only for food and costume, not the “fixed” costs of headquarters, crew, entertainment, etc.), to full fee waivers (because of legal considerations, we recommend you not call them “scholarships”). Some classes have a special fund or class benefactor(s) for this, while others allow some surplus in the reunion budget to cover it. Discuss the class policy with class officers and the reunion committee early.

Ensuring fair treatment. Make sure that your policies are clear and are followed. For example, if a friend registers after the Early Bird deadline, he/she should not receive early bird pricing. Similarly, people who register on-site should pay the same rate as people who pre-registered in late May.

Credit card acceptance and merchant services. Many people (but not all) prefer to pay for major expenses using credit cards. Accepting credit cards comes at a price--merchant services vendors generally charge per transaction costs and monthly service costs, although large transaction volumes can decrease the per transaction rate. It is important to evaluate whether it makes sense to offer this capability. If you want to enable online payments, you must first have merchant services. This can delay your registration process, so coordinate with the Registration and Technology Chairs on this issue. Arrangements with a merchant vendor for the appropriate equipment will also be necessary for on-site credit card payments.

3.12 Food

3.12.1 The Job

The job of the Food Chair is to arrange for all meals at Reunions. Most classes begin with a reception and dinner on Thursday evening and finish with a “grab & go” breakfast on Sunday morning.

1. Coordinate with Reunion, Headquarters, Beverage and other Chairs to select sites for meals and receptions. Off-headquarters dining sites must be requested using the Office of the Alumni Association Meal Site Request Form in the early fall.
2. Develop menus, meal policy and budget and advise the Finance Chair for the class fee structure. Thoughts to consider:
 - which meals to serve to alumni and guests
 - any meals where children are served separately (keep in mind that babies and younger children do not consume as much as teenagers)
 - how crew members, entertainers and security personnel will be fed
 - meal arrangements for satellite classes, if any
 - an estimate of numbers expected at meals
 - pricing policy--what meals and prices to include in the fee for classmates and guests
 - system for determining the number served at each meal and preventing gatecrashers (meal tickets, etc.)
3. Plan menus carefully with an eye toward budget control and suitability of menu to the number of people who will be served. Standardized menus, meals served at headquarters, children's rates and menus where applicable, and buffets are effective cost cutters.
4. Control costs and ensure adequate supplies by keeping your food vendor(s) apprised of meal attendance estimates right up to Reunions weekend and by using and monitoring a meal ticket system during Reunions. Monitor distribution of meal tickets to pre-registrants and sales to walk-ins. Should you use University Dining Services, they prepare food to cover a 5% variance from your guarantee count and charge your class your guarantee count or the actual attendance, whichever is greater. Serve as a liaison between student crew members collecting meal tickets (counting alumni served) and your food vendor(s) to determine actual costs.
5. Decorations: You may want to decorate the tables at dinner with centerpieces or other paraphernalia (e.g., tiki lamps and leis at a luau; small national flags at an international buffet). You need to decide with the Reunion and Finance Chairs whether decorations are a separate budget item or included in the food budget. Don't go overboard on decorations. Stick with items on the tables. Past reunion experience suggests not trying to decorate walls, because items don't stick or rooms are configured inconveniently. Your vendor may supply a standard centerpiece as part of the meal agreement.

3.12.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.12.3 Related Information

Estimating meal counts. Some classes include space on the registration form for classmates to indicate which meals they plan to attend (# of adults and # of children at each meal) and if they require special entrées (vegetarian, vegan, kosher, etc.). This is very helpful in avoiding over-estimates caused by lack of accurate information.

Breakfasts. Many classes find it impractical to estimate breakfast attendance figures. Many classmates who may have indicated with their registration that they would attend breakfast often do not show up, particularly on Saturday morning. On Sunday morning breakfast may be better attended because classmates are required to check out fairly early. To speed check-out, do not plan an off-site brunch/breakfast, but serve a light buffet grab-and-go breakfast at the headquarters site. (Note that the Headquarters site should be broken down by early Sunday morning.) If the meal is off-site, you must require check-out beforehand. If you are not serving breakfast, you may wish to let your classmates know that the Frist Campus Center is open to all for breakfast on a cash basis.

Meal Tickets. If you plan to use meal tickets, contact Alumni Mail Services in April by calling 609-258-3243 or e-mail ACMAIL@princeton.edu. Even if you are unsure of your final counts, the design work can be completed. Specify the type of tickets you want (we recommend 2½ x 4½ booklets with different colored tickets for each meal) and how many you want of each type (Adult/Child, additional single meal tickets, etc.). Please also specify meal details, such as location, date and time. The reunion logo can be included on all tickets.

Special Meal Tickets for Frist. The Frist Campus Center can make special meal tickets available to your reunion. These can be used for student crew members and for teenaged children of alumni. These are very useful for the crew when they are setting up the reunion. (During Reunions, they often eat with the class -- or at least eat what the class is eating!) Teenagers like this option, because they prefer the greater flexibility in meal options and the independence.

3.12.4 Meal Sites and Receptions

All requests for campus meal sites and receptions, both for major reunions and satellite reunions, are coordinated through the Office of the Alumni Association. Major reunions receive a meal site/reception request form late in the summer prior to their reunion. Requests may be submitted as soon as the class receives its form, and site assignments are usually made by mid-to late-September. While there have been traditional sites associated with particular major reunions in past years, no location is guaranteed. In assigning sites to major reunions, consideration is given to expected size of the reunion, among other factors. Maximum seating capacities are listed on the form.

The Office of the Alumni Association works hard to accommodate the meal/reception requests from the major reunions and tries to give each reunion at least one first choice location. Note that if you are planning a full Sunday brunch, it must be located off-site (preferably in a dining hall), and guests must vacate their rooms before breakfast. Parents of graduating seniors arrive and occupy the same rooms beginning on Sunday. Your full cooperation is not only appreciated but is absolutely necessary.

Once a site has been confirmed, the Food Chair should work directly with Dining Services or an outside caterer on menus. The Food Chair should coordinate with the Beverage Chair on beverage choices, including whether or not to have wine at dinner. The Food Chair should also coordinate with the Headquarters Chair to contact Building Services for table and chair arrangements.

The University covers the tent and electrical costs of approximately five off-headquarters meal sites each year. Table and chair rental charges are shared among Reunions using the site. If you are the only reunion using a site however, you are responsible for the full table and chair rental cost. Classes reserving any of these facilities must comply with layout requirements and capacity limits. For meal sites not being paid for by the University, classes and other groups using the location will share the costs of the tent(s), electrical requirements, tables, chairs, security, portable restrooms, etc.

3.12.5 Princeton University Dining Services

Depending on your meal site, you may have a number of alternatives when deciding how to cater meals for your classmates, from University Dining Services to hiring outside firms or restaurants.

Dining Services makes available a Reunions packet, which is also available, along with sample menus, on the web at http://www.princeton.edu/facilities/dining_services/reunions/. The packet includes Dining Services policies, planning dates, guaranteed billing, tickets, etc. Using Dining Services has its advantages. Since they have substantial experience, they generally offer lower prices for meals and can handle both large and small numbers of participants.

If you elect to use Dining Services, you should contact them as soon as possible after the prior year's reunions to discuss menus and costs. Dining Services provides all food and labor for preparation and presentation. You will, however, need your own crew to serve alcoholic beverages and oversee the event and meal count.

3.12.6 Using Outside Caterers

Should a class elect to use a caterer other than Dining Services; the following policies apply for functions on campus:

1. Caterers must be approved by the University. Contact the Office of Risk Management, (609) 258-3349, with the name of the caterer you wish to use to find out if they are already approved.
2. Caterers must supply their own service ware, tableware, cooking equipment, food, condiments and related needs.
3. **Caterers are responsible for cleanup after the event and for removal of event refuse from the campus.** Classes will be billed for any follow-up work required of the University to restore the site to its original Reunions state, prior to the event.
4. Caterers are not permitted to use Dining Services kitchens, Residential College dining halls, lounges, adjacent corridors or cashier spaces for preparing or serving food, or as an access route. Dining Services locations are indicated in site descriptions.
6. No later than March 1st, the Office of Risk Management must be provided with insurance verification and a copy of the local health license for each outside caterer planning to be used.

3.13 HEADQUARTERS

3.13.1 The Job

The job of the Headquarters Chair is to arrange for headquarters layout, equipment and rentals; supervise set-up, maintenance and break-down of the site; and work with the Public Safety officer assigned to the site to ensure site security. More specifically, this includes the following:

1. Work with your committee to determine layout needs and ideas. Arrange headquarters layout with University Grounds and Maintenance. Review tent placement and order electrical and carpentry work.
2. Coordinate and order tables, chairs, bulletin boards, etc., from University Building Services for use at headquarters and any off-site locations used by the class. (Note: for some off-headquarters locations, you may need to order these items from an outside source.)
3. Arrange for headquarters equipment rental and/or purchases, including sound system, decorations and bulletin boards.
4. Serve as liaison to University Public Safety, to establish headquarters hours, entrance rules, minimum and maximum security needs and classmates with “security authorization.” Arrange with your student crew manager to have the two on-campus parking passes picked up on the Wednesday of Reunions week at Transportation and Parking Services in New South (A level). Make special arrangements for handicapped classmates with Transportation and Parking Services. Provide your Reunion Chair with a list of vendors that require vehicular access to the campus during Reunions (caterers, entertainers, etc.) to be included in the Logistics Confirmation Form (due May 1st).
5. Serve as liaison to the student crew for setting up, maintaining and closing down the site. (See the Reunion Crew Managers Handbook, available on the Reunions volunteers web site). To ensure a smooth transition from Reunions to Commencement, closing down must be completed by noon on Sunday. This will involve:
 - breaking down and counting tables and chairs (pick-up begins at 6:00 a.m.)
 - collecting, counting and returning keys and linen
 - returning all keys, telephones, Office of the Alumni Association green headquarters bins and other borrowed equipment to University staff
 - litter pick-up around the courtyard and in any interior spaces used during the weekend
 - trash and recycling pick-up
 - restoring all public areas of the site to their original (clean) condition
6. Obtain one, two or three golf cart(s) for Headquarters use and be prepared to direct alumni to obtain their own carts. Because of University Risk Management requirements, headquarters carts may only be driven by crew members who have completed Risk Management’s golf cart driving certification. Reunion Committee members are not permitted to drive headquarters carts.

3.13.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.13.3 Related Information

Headquarters site determination. Most large courtyards on the campus are assigned to the major reunions as headquarters sites. These are determined each summer by members of the On-Campus Committee on Reunions, based on compatibility (size vs. attendance), security and housing considerations. Changes may be necessary from year to year as a result of building construction and renovation. Previous site assignments can be seen in the headquarters maps on the Reunions Volunteers web site.

Most sites do not include use of interior space. The exception to this is Forbes College, where the Old Guard is headquartered. When using interior space that is part of a residential college, a contribution of \$500 to the College Master's Fund is recommended. When using interior space at the Graduate School, a contribution of \$500 to the Dean's Fund is recommended.

Site layout suggestions. University Grounds and Maintenance will provide you with a suggested layout. In reviewing it, you should take into considerations such factors as planned activities, type of meals, bars and their needs, noise, etc.

- Standard components of the layout usually include tents for the bar area, non-alcoholic beverage station, main dining/dancing area and registration area. Also included are a band stage, a dance floor and a bar. Changes/enhancements to the standard layout will incur additional charges.
- In locating the bar, be aware that the ice used to keep drinks cold will melt and the water will seek the lowest point of your site, possibly creating a muddy field. Locating the bar over sidewalks/hard surfaces/the low point and/or using hoses to direct the water to drains can address this problem. Also note that alcoholic bars will be 'secured' with mesh fencing to provide a path for entrance and exit, and partitioning an area behind the bar open only to the bar staff.
- If your class will have a large number of children in attendance, you may wish to designate an age appropriate area(s) for child care or children's activities.
- The registration area must be set up near the entrance to the site, as directed by Public Safety and the Office of the Alumni Association. The Office of the Alumni Association aims to assign possible headquarters room(s) (which is also a storage room) near your registration tent in order to make it easier to set-up and break-down the registration area each day (many items should be put in locked rooms overnight for security). Work with the Housing Chair and the Office of the Alumni Association for special headquarters requests.

- Be certain to plan for communications. Cell phone coverage on campus has improved dramatically in recent years and most crew members will have cell phones. Telephone land lines however, are often required for credit card machinery. For details on the campus telephone system, see the section on telephone service below.

Equipment. The Grounds and Building Maintenance Department makes available a document on Carpentry and Electrical Requirements. It is posted on the Reunions Volunteers web site and has information regarding platforms, electrical equipment, and other site preparation provisions. You will need to meet with them in the fall to determine the ordering and logistics for your site. Without such a meeting, the needs met of your reunion may not be met.

See the Reunions Building Services Rental Agreement on the Reunions Volunteers web site for information regarding tables, chairs and expendables. The Building Services Reunions Rental Agency will deliver your rented equipment to your site(s), but your crew is responsible for set-up. Any items lost or damaged are charged to the class, so counts and security of rented equipment is essential.

In addition to the standard table, chair and bar orders, you might want to rent or purchase the following items for your headquarters:

- **Banners.** Many classes like to have special reunion logo banners made for decorating their courtyard and use in the P-rade.
- **Uniform/coat racks.** These are helpful for costumes that need to be hung up and organized by classmate for registration, such as jackets.
- **Signs.** The Office of the Alumni Association provides a variety of standard signs for your headquarters (a list is on the Reunions Volunteers web site). However, you may wish to have additional signs with your reunion logo (for example, "Children's Area").
- **Bottle openers, can openers corkscrews & bottle racks.** Depending on the beverages your reunion is serving, you may need some of these items. Coordinate with your Beverage Chair to make sure you have these on hand.
- **Trash cans & recycling containers.** Building Services makes these available, but if you are having many recyclable containers, you should request additional recycling bins.
- **Sign-in/message boards.** These are popular at most reunion sites. Be sure to have extra paper, pens and thumbtacks on hand for people to use in writing & posting messages.
- **Cash boxes.**
- **Chains and locks for kegs and golf carts.** It is essential that these items be locked when not in use. Thick chains from Lowe's or Home Depot are relatively inexpensive and do the job well.
- **Weatherproofing items.** Since it is likely to rain at some point over the weekend, pay attention to the need to protect your registration area from the elements. Trash bags, Ziploc bags, ponchos and tarps can help keep things going, even in the rain.

First Aid and Emergency Response. It is a good idea to purchase a well-equipped first aid kit and to have it on site in the registration area. For serious emergencies, Princeton Medical Center is located about one mile from the campus. **When using a cell phone, dial Public Safety at 609-258-3333 to report an emergency. Do not dial 911 from a cell phone, as 911 will direct you to Mercer County, rather than the University. This can cause life-threatening delays.** Public Safety is able to handle emergency response and get the EMS units to the correct locations very quickly. Please encourage your committee members and student crew to program Public Safety's emergency number in their cell phone. In addition, be prepared to tell Public Safety which building is closest to the emergency. Not all officers are as familiar with the various reunions sites, but they know the campus buildings well. This will speed response time.

Sound equipment. Most reunions rent a sound system for their headquarters. This is used for making announcements, paging parents of lost children and making speeches at meals. (You are required to have a sound system for President Tilghman's visit to your reunion.) In addition, while your evening bands will usually bring their own amplification equipment, you may wish to have music play in the courtyard during the day. The Suppliers List includes vendors that can rent these systems. Be sure to work with the vendor to rent what you need, as sometimes they will try to rent you far more than what you need.

Golf carts. The Transportation Chair will arrange to rent up to three headquarters golf carts. These may only be driven by crew members who have completed Risk Management's golf cart certification. Golf carts are considered motor vehicles and cannot be parked inside of headquarters sites. If crew members need to park closer to make heavy deliveries, they can do so, but then must park the cart outside of the site. However, we recommend not driving into the site at all. More details on golf cart rental and restrictions are in the Transportation section.

Wireless networking. Wireless networking is available throughout campus. A printable map that shows wireless coverage on campus can be found at: www.princeton.edu/wirelessmap and the Office of the Alumni Association's general Reunions web site. During Reunions weekend, OIT provides Internet connectivity to all visitors on campus using the OIT Visitor Wireless Service, which requires no registration and is free of charge. For those who come without their personal laptops, centrally located computing facilities are available. Getting Help While On Campus—Ask the Help Desk! The OIT Help Desk (kb.princeton.edu/3338) is open around the clock for telephone support, e-mail support, and online chat, 24 hours a day, 7 days a week. To speak with a Help Desk consultant, call 609-258-HELP (4357) and press option 1. For online chat, go to the OIT home page (www.princeton.edu/oit).

Other campus information and services. This section of the Reunions Schedule of Open Events has information that may be of interest to your reunion attendees. Last year's section remains on the Office of the Alumni Association web site for your reference. A revised version is published in the Schedule each spring and is posted on the Office of the Alumni Association web site in early May.

3.13.4 Security

If necessary, the Reunion and Headquarters Chairs should contact Public Safety to form a detailed security plan based on your reunion activity schedule, hours of operation, open hours, admissions policy, and expected attendance. Note the standard registration hours below. Your student crew is responsible for the security of the tents and equipment at your site until the reunion opens. The following guidelines will also apply:

Protecting checks and cash. Fees and other reunion charges should be collected at a central registration point continuously staffed during registration hours. After these hours, we recommend that you store your cash in a Public Safety Office lockbox. The lockbox will be released only to pre-designated, authorized class representatives. Call Public Safety for an escort when transporting the monies. A temporary depository at a local bank is also recommended. At least one cash box should be maintained at the registration desk. It should be locked whenever registration activities slacken and should *never* be left unattended.

Protecting valuables. Urge all classmates, through reunion correspondence, to leave valuables at home. Valuables and jewelry may be checked at Public Safety. Encourage classmates to keep the doors and windows of their campus room locked when they are away. Signs should be displayed prominently throughout the headquarters area reminding classmates to exercise maximum security prudence.

Reunion materials. Reunion materials, including registration desk supplies and packets, costumes, sound equipment, beer taps, etc., should be stored in locked rooms overnight. Headquarters and reunion storage rooms should be locked when not in use, whether during the day or at night. Make sure some student crew members stay at your site during the P-rade for safe guarding.

Handling disturbances. No member of the class, no reunion official or student employee should attempt to settle any disturbance or make any effort to remove or eject anyone causing a disturbance. Immediately summon Public Safety who will take the necessary action.

Wristband security. The Office of the Alumni Association staff provides wristbands for each registered alumnus/a, guest and child at all major reunion registration sites. The wristband workers employed and paid by the Office of the Alumni Association are responsible for the security of the wristbands at your site. They will take the excess wristbands back to Maclean House when registration closes. More detail on the registration process is available in the Registration section.

3.13.5 Alcoholic Beverage Regulations

There are a number of regulations regarding alcoholic beverages at Reunions. These are outlined in the Beverages section, but as Headquarters Chair you should be well aware of the regulations and supervise adherence to them. In particular, you should check to ensure that the license to serve alcoholic beverages is posted in the bar area.

3.13.6 Telephone/Cellular Service at Reunions

Each reunion is provided with two University campus phone numbers in designated headquarters dorm rooms or lobbies. Calls can be made to anyone on campus or in the Princeton area using these lines.

The student crew can sign out touch tone telephones at Maclean House on the Wednesday before Reunions. If you have any issues with your telephone lines, please call the Helpline at 258-1200 during business hours or the Office of the Alumni Association crew after hours. If you have been assigned a 258 number, your phone is already in place and you do not need to pick it up at Maclean House.

Credit Card Processing: Most credit card machines require land lines for connections. Depending on the location of the machine in relation to the phone jack, you might need a longer telephone cord. These are available at Lowe's, Home Depot and Radio Shack. To dial an 800 number you need to input 9-1-800-XXX-XXXX into the credit card automatic dialing system. It is important to know that there cannot be any pauses in the dialing program. If dialed straight through it will work without any problems.

Cell phones are the most useful method for communication during Reunions. There are few dead spaces on the campus and most students have cell phones. Each crew manager is required to have a cell phone number at which he/she is reachable over the weekend. We recommend that you also provide the cell phone numbers of your committee members to the Office of the Alumni Association. The crew managers' cell phone numbers for your headquarters will be published so that other reunions and the Office of the Alumni Association can reach you.

3.14 HOUSING

3.14.1 The Job

The job of the Housing Chair is to provide accommodations for classmates, satellite classes and your student crew through campus dormitory assignments, hotels, and non-commercial dorm facilities of area educational institutions. Components of the job include:

1. Dormitory beds. Most classes allocate the inexpensive campus dormitory beds on a first-come, first-served basis to classmates, after setting aside headquarters storage rooms, crew quarters, satellite minimums and entertainment needs. Satellite classes must be offered a minimum of two (2) beds each at the 55th Reunion and older; three (3) beds each from the 30th Reunion to the 50th Reunion and four (4) beds each for the 25th Reunion and younger (excluding the 1st reunion as they receive their own allotment). These come from the hosting major's campus bed allotment, pending their acceptance and payment for the beds. Arrangements should be agreed upon well in advance of Reunions, and finalized no later than April 15. The number of beds assigned to each major reunion and the bed fee is finalized the fall before Reunions. The Office of the Alumni Association assigns the beds by April 1st and payment for beds is due by May 1st.
2. Linen packets (two sheets, two towels, one pillow case, and one blanket) for all on-campus beds are included in your reunion campus bed reservation and payment. The student crew must sign off on the number of linens provided by the Housing Department. Linen fees are not refundable, and charges for lost linens will be billed for each class after Reunions. If your crew does not count the linens, the supplier's numbers will be used and you will be liable for any losses. You should require at least a \$50 refundable deposit for linens from your classmates staying on campus, beyond the actual bed rental fee. Checks are better and easier than deposits made by credit card or in cash. Hold the checks at registration and return the checks when the linens are returned. Do not deposit these or you will have many refunds to issue.
3. Oversee room key distribution at Reunions. Housing prepares a large box of room keys for each dormitory you are assigned. These may be picked up by your student crew or may be delivered directly to your headquarters, depending on the arrangements made by the Housing Department. Housing generally provides one key per bed for rooms with multiple beds. Your crew must sign for these pre-counted keys, and they are counted again before pick-up at the end of the weekend. Replacement charges for missing keys are billed to the class. You should require a refundable deposit of at least \$50 for each key issued. As with the linen deposits, hold the checks at registration and return the checks when the keys are returned.
4. Oversee use and care of the master keys. The dormitory master keys are distributed at Maclean House on the Wednesday before Reunions and should be signed out by your student Crew Manager. Be sure the student crew understands that loss of a master key requires an entire dormitory to be re-keyed (at great cost to the class).

5. Coordinate the housing requests and check-in process with the Registration Chair. Housing information should be included in the registration packet, and Housing assignments need to be coordinated with reunion registration. Ideally a basic system should be developed before your first class mailing to ensure you have the information you need to process registrations. Housing information you may wish to track may include classmate's name, spouse's name, number of children and ages, on- or off-campus housing preference (private arrangements too) and nights staying--arrival and departure time, fee payment made and balance due.
6. Supervise student crew's processing of housing (keys, linens, etc.) for dorm rooms and possibly for off-campus dorms, such as the Princeton Theological Seminary or Westminster Choir College.
7. Handle off-site arrangements and negotiations. Many classes reserve blocks of rooms at local hotels and conference centers for their classmates, possibly negotiating a block price (note that most area hotels will not discount prices for Reunions weekend). This needs to be done significantly in advance of Reunions -- a year in advance is not too early in many cases. The Nassau Inn allocates a few rooms for each major. The Housing Chair should contact the hotel and handle the forms and deposits that are typically due in the summer. Other off-site locations that are often used include Westminster Choir College, the Princeton Theological Seminary and Rider University in Lawrenceville (about eight miles away). The University hotel bus program does not service these area institutions.
8. Make satellite dormitory bed assignments and collect bed payments. Satellites reserve limited numbers of beds through the Satellite Chair. Assignments and registration are typically done the same way as for the major's participants. Most majors request payment from the satellite classes with the names of the people from the satellite who will be using the beds. Be sure to communicate the satellite assignments to the Registration Chair.
9. Distribute the area hotel list, also available on the Office of the Alumni Association's general Reunions web site. The Office of the Alumni Association coordinates a bus system between the University and Route 1 hotels. This program is paid for by the University. Provide your Reunion Chair with the names of hotels at which your class has reserved blocks of rooms to be included in the Logistics Confirmation form (due March 1st). Work with your Transportation Chair to ensure that the Route 1 bus schedules are provided to classmates. The schedules are posted on the Office of the Alumni Association's general Reunions web site and poster size hotel bus schedules are provided for your headquarters.

3.14.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.14.3 Related Information

Classes have developed a number of useful ideas related to housing. Some of these are:

- Dormitories are often shared by more than one reunion. To facilitate seeing which rooms are associated with your reunion, you can use signs or color dot stickers (placed above the locks) to identify them. Remember that these items must be removed as part of the Sunday cleanup.
- Some classes place the linens in the rooms before classmates arrive (no later than Thursday morning). This makes it easier for the classmates carrying luggage, and allows for one fewer thing to hand out at registration. Some classes have even put chocolates on the pillows.
- Develop a process for housing registration, tracking, check-in and check-out in conjunction with your Registration Chair. Review these procedures, including hours, with your student crew. Note that your housing allocation hours should coincide with your registration hours.

Check-out time. If your reunion is planning a full Sunday brunch, it must be located off-site (preferably in a dining hall), and guests must vacate their rooms before breakfast. This is particularly important for the student crew to be able to finish their work on time. It can help to put a reminder to check out early under the door of each of your allotted campus rooms on Saturday night.

Special requests for accommodations. The University has a number of ADA-accessible rooms, which can be used by returning alumni. Contact the Office of the Alumni Association if you have classmates needing special accommodations. In addition, the Office of the Alumni Association and the Center for Jewish Life, encourage classes to assist Shomer Shabbat alumni to stay within walking distance of campus for Reunions, as they are unable to drive or ride in a vehicle from sundown on Friday to sundown on Saturday. In addition, they cannot carry keys during this time and may need crew assistance.

Special information for major reunions using Rider University. The Office of the Alumni Association no longer coordinates major reunion use of rooms at Rider's campus on Route 206 in Lawrenceville. As a result, if you book space with Rider, you will need to coordinate student crew tasks for that site. In the past, Rider's rooms have not had linens, blankets or pillows. If you are using Rider, be sure to check what is being provided and inform your classmates accordingly. Work with your Transportation Chair if providing bus service for Rider.

3.15 MEMORIAL SERVICE

3.15.1 The Job

The Memorial Service Chair is responsible for coordinating the class memorial service, remembering deceased members of the class. Depending upon the desires and age of the class, this might include the following:

1. Determine an appropriate type of remembrance.
2. Determine whether the service will memorialize all deceased classmates or just those who died after the last major reunion.
3. Schedule the service in conjunction with the Program Chair and available times of University sites.
4. Create the program for the service and contact desired participants.
5. Contact families of the classmates to be remembered to inform them of the service.

3.15.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.15.3 Related Information

A formal memorial service, often in the University Chapel, is usually held by the 25th, 40th, 45th, 50th, 55th and 60th reunion classes. Other classes often elect to have a less formal service. This is particularly true before the 25th. Some classes forgo a separate service and instead incorporate a brief recognition of deceased classmates in the program of the more formal class dinner.

Sites. While the University Chapel is a traditional site for a memorial service, classes have used the Murray Dodge West Room, Richardson Auditorium, Halls at the Graduate College, and outdoor sites, such as the Cedar of Lebanon Garden at Prospect and the September Eleventh Memorial Garden. Small auditorium spaces, such as Taplin Auditorium, may also be appropriate. The Nassau Hall Faculty Room is no longer available for Reunions use.

Timing. Memorial services are usually scheduled Thursday afternoon, during the day on Friday or on Saturday morning of Reunions.

Program ideas. A traditional service usually includes music, readings and a reading of the names of the deceased class members. Classmates with a musical background may be asked to perform. Classmates usually read the chosen selections and the list of names. Younger classes may choose to read the *PAW* memorials for their deceased classmates. Sample programs are available through the Office of the Alumni Association and the Dean of the Chapel.

3.16 P-RADE

3.16.1 The Job

The job of the P-rade chair is to arrange for and manage the class P-rade formation, including bands, floats, vehicles, posters, etc. The job responsibilities are to:

1. Hire at least one marching band and direct them on Reunions Saturday. Confirm transportation arrangements and informing the band of parking instructions (see the Office of the Alumni Association's P-rade Marching Band memo available on the Reunions Volunteers web site). It is extremely important to have a band for the P-rade as the band keeps the class moving and adds immeasurably to the collective enjoyment of the P-rade. If band lunches are to be paid for by the class, coordinate numbers and menu with your Food Chair. A list of bands can be found in the Suppliers List. Submit band contracts to Risk Management for review.
2. Arrange for classmates to help keep order in place and lead cheers until the class falls into line. Cheers for other classes (the traditional locomotive is the most common) add to the occasion, both while watching and on the march. Be sure to train the classmates leading cheers so they know how to do the locomotive. The words to the locomotive are listed below.
3. Arrange for floats/vehicles for your P-rade entry. To do this, you must submit a float application for each float/vehicle to the Office of the Alumni Association (the application is available on the Reunions Volunteers web site). In addition, floats and vehicles require proof of insurance (and occasionally special certificates of insurance) to be filed with Risk Management.
4. Inspire and coordinate the production of posters and signs for people to carry in the P-rade. Don't forget about signs that class spouses and children can carry, as well as the traditional signs reminding spectators what campus life was like during your time at Princeton.
5. Coordinate with the Costume Chair on costume accessories and P-rade giveaways to make your class P-rade formation more fun and interesting. Note that giveaways may not be thrown from vehicles.
6. Arrange for someone to pick up the Class Banner between noon and 2:00 p.m. the Saturday of Reunions. The 49th and younger banners are available at Blair Arch; 50th and older are available at Maclean House. All banners are collected at the end of the P-rade on Poe Field by the Building Services crew at their "banner truck." The Office of the Alumni Association provides banner carriers for the Old Guard classes (66th Reunion and older). All other classes need to have two people to carry the class banner. You might want to have four people so they can rotate, as the banners are heavy, particularly on a windy day.

7. Provide information on renting golf carts to your classmates who need golf carts during the P-rade. Members of classes other than Old Guard luncheon guests must rent them independently. Procedures for renting carts, as well as Risk Management requirements, are available on the Reunions Volunteers web site. Please direct your classmates to this information early, as carts are in limited supply and reservations are necessary.
8. Prepare notes for P-rade narration. As each class passes the reviewing stand, the P-rade narrator shares information about your class, the reunion theme and costumes, statistics about classmates, and anything else that makes your walk by more interesting. Your class needs to provide this information to the narrator by May 20th. Sample narrations are available on the Office of the Alumni Association Reunions Volunteers web page. The Office of the Alumni Association or the P-rade narrator may have a copy of the class narration from your last major.

3.16.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.16.3 Related Information

Organization. Each class has an assigned area to assemble along the P-rade route. A P-rade Marshal will direct you in joining the P-rade as it passes; the P-rade Chair and appointed classmates should be available to assist with the directions. Your banner and band lead the class; classmates, vehicles, floats and other bands follow. Golf carts, vehicles and floats join the P-rade at an alternate site - they do not wait at your class staging along the route. Your class will look most impressive in the P-rade if it is organized. Participants are asked to keep moving and avoid leaving gaps between groups/rows of people. Reviewing the formation and instructions at the Friday class dinner or distributing written instructions on small slips of paper at the Saturday lunch can help with ease any confusion.

Weather. Princeton alumni are a hearty group and the P-rade generally goes on rain and shine. With that said, wet conditions can dampen the situation. If necessary, Public Safety will delay the start of the P-rade in the case of thunder and lightning. In extreme instances, the P-rade could be cancelled for severe weather. If a severe storm hits after the start of the P-rade, participants and spectators should take shelter in the nearest building. In the event wet weather, floats and golf carts may have to be diverted past Bloomberg Arch to avoid soggy conditions on Poe Field. As part of the costume, consider ordering ponchos or umbrellas as a measure of insurance against the rain!

Traditions. As with many Princeton functions, the P-rade has its traditions. The 25th reunion class leads the P-rade, followed by the Old Guard. Other classes fall in from oldest to youngest. The graduate alumni assume the space that would be occupied by the 25th in chronological sequence. Cheering other classes, both while watching and while marching, adds to the fun and camaraderie of the day.

Marching order. The class banner leads the class. Often the class officers walk between the banner and the band. Golf carts are required to follow the band for safety reasons. Classmates follow the golf carts. If there are two or more bands, insert the additional bands in the middle of the class. Encourage your classmates to wait to enter the line of march until after the class banner has passed. This is particularly important for reunions with many children in attendance. Classmates with children (in or out of strollers) should stay far away from floats, as the children are difficult for the drivers to see.

Band performances. Please take care that your band understands that stopping the P-rade route of march to perform in place is not allowed. Also, instruct them to stage behind the class until you fall in, allowing alumni a clear view of older classes as they go by. Bands should march four abreast, and generally cooperate to keep the P-rade moving along.

The Class of 1945 Trophy. This trophy is awarded to the class with the most impressive P-rade entry. The judging includes categories for the marching band, floats/signs, costume and formation. The lack of a band generally disqualifies a class from winning the Class of 1945 P-rade Trophy. This job, therefore, has significant influence on the awarding of this trophy to your class.

Live animals. For humane reasons and sanitary issues, live animals are not permitted to be included as part of your P-rade entry.

Give-a-ways. A recent tradition has been to have items, such as candy or small toys, to give to spectators along the route. Walkers may distribute these items as long as they do not slow down the P-rade. However, float drivers and passengers are not permitted to distribute give-a-ways. Please do not distribute items that will create litter along the P-rade route, such as wrapped candies. Also, do not distribute potentially dangerous items, such as water pistols. For environmental reasons, balloons of any kind may not be released into the atmosphere. Since this is difficult to control, we recommend that you not distribute large numbers of balloons to your classmates.

The Locomotive. The locomotive cheer is meant to emulate the sound of a locomotive (steam) engine:

Leader:

“Locomotive (Who You’re Cheering)! HIP.... HIP.... “

Crowd:

’RAH! ’RAH! ’RAH!

TIGER! TIGER! TIGER!

SIS! SIS! SIS!

BOOM! BOOM! BOOM!

AHHHHHHH....

(Who You’re Cheering)!!! (Who You’re Cheering)!!! (Who You’re Cheering)!!!

The cheer should start out slowly and pick up speed. The “Ahhh” at the end is meant to sound like the steam being released from the engine. The “Rah” is short for “Hoorah!” and at one point was “Ray” (short for “Hooray!”). Your class should cheer the classes passing by and special dignitaries, such as the University President. You should not cheer yourselves. Instead, let the classes passing by cheer your class and then you can respond by cheering them.

Creative touches. The P-rade is your class's representation of itself to the rest of the University community. Use your creativity to express your class character. There are a number of ways to do this:

- **Theme.** The reunion has a theme, which is typically expressed through the reunion costume in some way. You can continue this theme with the choice of bands, floats, etc. For example, the Class of 1977 had the theme "Gimme Shelter" for their 20th, in honor of their Habitat for Humanity service project house. They created a large float that looked like the starting framework of a house and their costume included carpenters' overalls.
- **Costume.** The costume is designed, in part, to identify the class as a unit in the P-rade. Think about the overall effect of the costume, from front, side and back. Consider the extra touches, such as hats, tiger tails, umbrellas, canes, totes and the like. The Class of 1976 had a "Save the Tiger" theme for their 20th. They had umbrellas with a green leaf pattern. When all of the umbrellas were open in the P-rade, it looked like the rainforest.
- **Bands and floats.** Bands provide entertainment and energy for the P-rade. They can also coordinate with your class theme. The Class of 1963 had a rock 'n roll theme for their 35th; they had a number of floats in the P-rade with groups playing rock 'n roll music. The effective blending of their P-rade band/floats and signs with the class theme was one of the elements that won them the Class of 1945 trophy.
- **Banners, posters and placards.** Many classes carry some kind of poster or placards expressing something about the class. Results of a class survey or poll or material from the reunion yearbook can be used to create some very interesting signs!
- **Giveaways.** These are little things, often given to classmates right before the P-rade that can add to the interest of the P-rade. Tiger tails, kazoos, balloons and such also add character. Note that balloons may not be released en masse for environmental reasons.
- **Children/Strollers/Other.** For younger classes with many children, you might want to consider having all the parents with strollers at the front of the class. Strollers in the middle tend to cause large gaps in the P-rade and slow things down when the class hits the grass on Poe-Pardee fields.
- **Questions.** Any and all questions, issues and ideas should be discussed in advance with the Office of the Alumni Association or the Grand Marshal of the P-rade, who sits as a member of the Committee on Reunions.

3.16.4 P-rade Golf Carts

Because of liability concerns, alumni must order P-rade golf carts directly from the vendor, without having a class volunteer in the middle. Carts may be used over the three days or ordered just for use in the P-rade. It is the responsibility of those individuals to order, secure and return their carts. Be sure to remind them to bring locks and chains to Reunions and to always lock their golf carts with chains when not in use.

Princeton University will provide liability coverage for all golf cart rentals. This means that bodily injury to 3rd parties and property damage to 3rd parties will be insured by Princeton University. However, individual renters assume full responsibility for that cart until it is returned to the vendor. This includes any damage to the cart, extra rental or replacement if stolen. Further details are available on the Reunions Volunteers web site.

Cautious driving of golf carts is of the utmost importance as all areas of the campus are crowded with participants and spectators. Golf cart drivers must possess a valid driver's license. During the course of the P-rade, caution must be exercised while driving. Emphasis on instant braking is a must, because of frequent pauses experienced by the marchers. The Office of the Alumni Association encourages engaging students or family members to drive the carts so alumni may enjoy the parade and festivities. Students driving carts however, must have completed Risk Managements golf cart certification process.

P-rade golf carts rented by individual classmates will be delivered to Maclean House by Saturday morning. Office of the Alumni Association crew and student volunteers will position **ALL** carts for the P-rade. Office of the Alumni Association staff and P-rade Marshals will organize the carts, with the oldest classes first. Then, as specific classes pass between Nassau Hall and Stanhope Hall, the ordered carts will be fed into the line of march. No golf cart will be allowed on the Nassau Hall green or along the P-rade route while the P-rade is forming.

P-rade golf carts rented by your classmates need to be staged on the walkway on the Nassau side of Maclean House **no later than 12:00 Noon** on Saturday. We recommend that your crew shuttle classmates with personal carts to this P-rade cart staging area in your headquarter carts well before 12:00 Noon. Classes may also use their headquarters carts in the P-rade provided they are staged on the walkway on the Nassau Hall side of Maclean House **NO LATER THAN 12:30 PM** on Saturday. **All carts used in the P-rade must be staged in the cart staging location. None will be allowed to wait along the route where the other classmates are staged.**

All golf carts may enter the Poe-Pardee Field finale area with the P-rade, pass by the reviewing stand and exit. A golf cart vendor representative and members of the Office of the Alumni Association staff will be on hand to direct golf carts to their receiving trucks. All drivers of personally-rented P-rade golf carts will be asked to stop driving the carts when they go past the walkway at the end of Poe-Pardee fields. The carts will be driven to the return truck by employees of the University and the golf cart vendor.

As is the case for the rest of the weekend, Headquarters carts being used in the P-rade must only be driven by certified crew members. These carts will be expected to follow the same procedures for the return of golf carts at the end of the P-rade, i.e. they must go to the end of Poe-Pardee fields and may

need to wait a bit to drive back behind the reviewing stand and continue back to their headquarters sites. We suggest they be clearly marked to avoid confusion when the carts are collected.

3.17 PROGRAM

3.17.1 The Job

The job of the Program Chair is essentially to develop and coordinate class activities for the Reunion weekend. Specifics include the following:

1. Develop guidelines for the class program, including class forum (if any), athletic events, tours, receptions, etc., and coordinate the budget for these events with the Finance Chair.
2. Coordinate with Children's Programs, Entertainment, Food, Memorial Service and Community Service Chairs to create a coherent schedule of events for the weekend.
3. Arrange for the class picture. Be sure to work with the Office of the Alumni Association regarding scheduling location and time.
4. Plan the class meeting, if any, in conjunction with the class officers. This is often done at the more formal class dinner, although some classes have scheduled auditorium space for these meetings on Friday afternoon or Saturday morning of Reunions. Separate meetings often have smaller attendance, but that is off-set by the increased attention of those participating.
5. Build a schedule for the weekend as specific events are arranged--including the President's visit. The President's visit to each major reunion is timed to coincide with class meetings, receptions and dinners whenever possible. The Office of the Alumni Association initiates these plans and the President approves them. The scheduled presidential visit time for your class will be made available to the Reunion Chair by the Office of the Alumni Association in early April.
6. Check with the Office of the Alumni Association regarding the schedule for alumni use of various athletic facilities. Information on use of athletic facilities is published in the Reunions Schedule of Open Events. Golf tee times can be reserved directly with Springdale Golf Course at 609-924-3198 and generally there is open play tennis at the Lenz Tennis Center.
7. Publicize your class program in class mailings, through the class web site (see Technology) and during Reunions by printing individual programs and/or making display posters for the headquarters and dorms. Note that a pocket size program may be more practical than a full sheet of paper. Remember to make note of classmates representing your class in the Alumni-Faculty Forums. Coordinate efforts with your Publicity/Promotion Chair.
8. Peruse the Office of the Alumni Association Reunions Schedule of Open Events is a detailed booklet with information on all events that have been communicated to the Office of the Alumni Association. These programs will be available for your crew to pick up the Wednesday before Reunions. The schedule is also posted on the Office of the Alumni Association Reunions web site beginning in May and is updated regularly until the start of Reunions.

3.17.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.17.3 Related Information

Athletic events. A number of sporting events can be arranged during Reunions and the Office of the Alumni Association can help you reserve a field or facility. Classmates and their families often like participating in events such as Frisbee tournaments and soccer scrimmages. In addition, some athletic teams and friends groups (squash, swimming, water polo, basketball, rugby, ultimate, etc.) may have gatherings during the weekend. These will be published in the Reunions Schedule of Open Events.

Tours. Tours, both on and off campus, can be arranged. Orange Key Guide Service can customize tours of the campus for your class. Off campus, consider the Princeton Battlefield Society, Morven Museum and Garden, the Historical Society of Princeton, Washington Crossing State Park, and the Old Barracks Museum.

University-wide activities. Many University groups plan activities during Reunions that are open to former members of their groups (singing groups, for example) and/or to all returning alumni. Most singing groups hold arch sings, Outdoor Action has an extensive range of activities, Triangle, Theatre Intime and other dramatic groups have evening shows, etc. These events and gatherings will be published in the Reunions Schedule of Open Events and available on the Office of the Alumni Association web site in early May.

3.18 PUBLICITY/PROMOTION

3.18.1 The Job

The job of the Publicity Chair is to design, disseminate and publicize reunion information and encourage attendance. The components of the job include:

1. Develop a theme, a promotional pitch to boost attendance. Coordinate with Artwork Chair to design a logo for class letterhead, web site, *PAW* Class Notes, t-shirts, ties, etc.
2. Promotional Ideas: Gimmicks have proven effective! In 1980, the Class of 1935 sent a “reunion passport,” complete with the recipient’s *Nassau Herald* picture, to all classmates encouraging them to come back--and they did! Some other clever mailing ideas include: “Give your spouse a reunion for Christmas” and “Your jacket’s coming to Princeton in June; will you be joining it?” (sent to 25th Reunioners who had ordered blazers but hadn’t registered for Reunions). Magnets with the dates of Reunions and the logo can also be good reminders.
3. Channels of promotion: Decide on a strategy and schedule to contact the class as a whole and to reach target groups by mail, e-mail and phone. Plan ahead to coordinate efforts with others who communicate with your class--the class president, secretary, agent and Yearbook Chair. This will control the number and timing of all mailings, and make each as effective as possible.
 - Use of the *PAW*. Class Notes, headed by your reunion logo, are the cheapest way to reach a large number of classmates. Keep your class secretary posted on details that will entice people to register. Call the *PAW* at (609) 258-4886 to buy advertising space for extra whammy.
 - Internet. Make use of or create a class/reunion web site to provide up-to-the-minute information. You can post information on registration, housing, program and registered classmates (see Technology). To obtain e-mail addresses for those who have not provided the University with them, or to update those that are bouncing, you might include a postcard in the first mailing requesting that information to facilitate class communication. If the updated e-mail address is given to Alumni Records (alumrecs@princeton.edu), all information can be updated. TigerNet has a facility to help registered volunteers send broadcast e-mails. All Reunion Chairs and Class Officers are given access to “Volunteer Services.”
 - Class mailings. Plan on sending at least one paper mailing, to include information on registration, housing, program, children's activities and care and registered attendees. You can also insert reunion update information (such as the dates of fee increases) in mailings done by other class officers.
 - Phone chains. Dividing the class by geographic area or by affiliation (clubs, sports teams, etc.) and assigning them to a committee member or class representative in each area facilitates communication. Other target groups include spouses and classmates who have not yet come to Reunions, or classmates who’ve attended in the past but are not yet registered.
 - Phonathons. Occasionally, a class will conduct a group phonathon using the Annual Giving phonathon (TigerCall) room or from the Princeton Club of New York. Your reunion committee

and/or student crew can make calls. Contact the Office of the Alumni Association for information.

- Facebook. Younger classes with many classmates on Facebook have been able to use it as an effective additional marketing effort.

3.18.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.18.3 Related Information

Alumni Mailing Services. Alumni Mailing Services can provide tremendous assistance. They can help you print letterhead, envelopes and meal tickets. They will process and guide your finalized letter copy through the University's Printing and Mailing Services. They can also provide class lists, sorted in any number of ways. These lists can be used to target your registration mailings to specific groups in order to increase attendance. Alumni Mailing Services provides their service free of charge, but Printing and Mailing will bill your reunion for the cost of printing and mailing each job. If you use an outside source for your mailings, please provide a copy of all reunion communication to the Office of the Alumni Association.

Annual Giving. Annual Giving will also be communicating with your classmates in a major reunion year. In general, you should avoid intermingling Reunions mailings with Annual Giving mailings. However, mentioning reunion information in Annual Giving letters and calls is fine and could help remind classmates to come back to Princeton. Attendance at Reunions should not be linked with donations to the University; your classmates may have a negative reaction to the reunion if they perceive such a connection.

Phonathons. There are advantages to using your student crew members to help with a phonathon in the spring. It gives you a chance to get to know the crew a little better and the students can make brief but effective calls to your classmates. Phonathons can be particularly helpful if there are deadlines, such as costume ordering, that can be conveyed as a reminder during the call. Note that if you use your student crew members for this, they must be paid on an hourly basis. Contact the Office of the Alumni Association for details.

PAW Class Notes. PAW Class Notes are a fabulous way to publicize Reunion plans. See the Resources section for the PAW schedule. Be sure to work with your Class Secretary to include the reunion logo in PAW notes for the entire year. Consistent reunion communication through your Class Notes is very effective and inexpensive. (After all, your class is already paying for the PAW through class dues.)

TigerNet Volunteer Services. Reunion Chairs can use TigerNet Volunteer Services to download files of classmates and to send broadcast e-mails. Helpful hints and instructions are available at <https://tigernet.princeton.edu/volunteer/volunteerservices.asp> or by calling the Office of the Alumni Association.

Cost Savings Considerations. You can save money by including your first reunions mailing with the President's letter in August/September. You must have your materials camera-ready and into Alumni Mailing Services by August 1 to piggyback on this mailing. This means by then you must complete your finalized your logo and artwork and have your reunion letterhead and envelopes printed.

3.19 REGISTRATION

3.19.1 The Job

The job of the Registration Chair is to develop a process to track all registration information before and during Reunions. The Registration Chair must also track and report the reunion attendance periodically and provide the information for the attendance section of the Reunions Financial Report.

1. Develop a registration system before your first class mailing. Classes in the past have included the following information: classmate's name, guest's name, names and number of children and ages, contact information (including a cell phone), on-or off-campus housing preference (private arrangements, too) and nights staying, arrival and departure time, meals attending, costume items and sizes ordered, fee payment(s) made and balance due. Many software tools can be very helpful here. Coordinate with your Technology Chair, especially if you wish to have online registration.
2. Work with Finance, Housing and Costume Chairs to develop registration forms to obtain the necessary information.
3. Receive and track registrations. Update your Reunion Chair and committee members with counts and lists. In early May, update the Office of the Alumni Association with the number of registrations received by May 1st for alumni, spouses/guests/children (over 21 and under 21).
4. Develop a registration system for arriving classmates and monitor its implementation by the student crew. The registration center will be the heart of your reunion: It will provide the initial welcome for classmates, be a check point to collect any outstanding fees, verify meal counts, etc., and provide one-stop distribution of keys, costumes, badges and the appropriate (minor/adult) wristband (which is distributed by the wristbanding staff, not the student crew). The instructions for the wristbanders are available under the resource section for the Registration Chair on the Office of the Alumni Association Reunions Volunteers web page. There are standard registration hours at Reunions. Registration may only be open during those hours, which are listed below.
5. After Reunions, give full registration numbers (early, late, on-site, no-show) to the Finance Chair for submission on the Reunions Financial Report.

3.19.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.19.3 Related Information

Validating reunion attendance. The Office of the Alumni Association staff provides wristbands for each registered alumnus/a, guest and child at all major reunion registration sites. The wristbands distinguish reunion guests from gatecrashers. Wristband workers are employed and paid by the Office of the Alumni Association. Only registered participants and their guests and satellite class members and their guests are given wristbands and only during registration hours.

Standard registration hours. All major reunions have the same registration hours. Your crew **must** have your registration tent open during these hours and only during these hours. These are the **ONLY** hours in which wristbanders will be on site to distribute wristbands. You may not hold registration off-site, as there will not be any wristbanding available. The registration hours are:

| | |
|-----------|---|
| Thursday: | 12:00 noon – 11:00 p.m. |
| Friday: | 9:00 a.m. – 12:00 midnight |
| Saturday: | 9:00 a.m. – 1:00 p.m. 5:00 p.m. – 11:00 p.m. |

Registration set-up suggestions. The following are some thoughts that might help each reunion expedite the check-in process at Headquarters, while maintaining the necessary financial controls. Each reunion has its own specific requirements and needs, and each has a different physical layout for check-in, but there are some common threads that are applicable to most everyone. A detailed outline of responsibilities during reunion week, including registration suggestions, can be found in the Reunion Chair(s) section.

Generally there are four or five areas of responsibility at check-in:

- Registration (Pre-registered, On-site registrants and Satellites)
- Wristbands
- Costumes
- Housing/linens/keys
- Children's activities

It is suggested that the check-in area be designed to foster traffic flow, that is, to have a person register, get a wristband, then move to the next area, costumes. Housing/linens and children's programs are not applicable to everyone, so they should be at the end. Each area should be marked with a sign, and there should be as much space as possible between the stations. Be sure classmates are required to sign the Class Ledger as part of the registration process.

Satellite class registration. Your registration process also needs to be able to handle satellite class members. No payments should be collected from satellites, other than fees for additional guests (\$50 per adult guest, payable to the major reunion) or charges for *a la carte* meals. A binder with lists of the living classmates for each of your satellite classes is provided by the Office of the Alumni Association.

This should be used to check off the name of each satellite classmate attending and the number of guests he/she brings. Guests and family members of the satellite classmate may not register before the classmate arrives. For example, a current Princeton student attending Reunions, must wait for his or her alumni parent to register.

The major reunion may collect funds directly, but may not collect class dues or other money intended to be “passed through” to a satellite class. Some majors allow satellite members to purchase meal tickets for some meals; a procedure for doing so and pricing of tickets should be established. Satellite classmates may have pre-registered for housing or children’s activities; this is often tracked in the same way as the major's classmates, but may be grouped differently. Each registering satellite class member should sign the appropriate Class Ledger book.

Credit card machines & phone lines. Consult with the Finance Chair regarding merchant services arrangements for on site payments. If you will need to process credit card payments on site, make preparations with the Headquarters Chair to have a telephone cord strung from one of the two land lines assigned to your reunion. The Headquarters Chair may need to purchase a longer telephone cord depending on the location of the machine at Registration in relation to the phone jack. To dial an 800 number you need to input 9-1-800-XXX-XXXX into the credit card automatic dialing system. It is important to know that there cannot be any pauses in the dialing program. If you dial straight through it will work without any problems.

3.20 SATELLITES

3.20.1 The Job

The job of the Satellites Chair is to act as liaison between the reunion committee and those classes who are invited to join the reunion class. This includes the following:

1. Contact the satellite classes to determine if they would like to negotiate any additional services beyond the standard satellite arrangement. Discuss any requests with the Reunion Chair(s) and the Finance Chair.
2. Determine the maximum on-campus housing that the satellites may reserve and their deadline for paying the major reunion for usage, in conjunction with the Housing Chair. Major reunions are required to provide at least two (2) beds each at the 55th Reunion and older; three (3) beds each from the 30th Reunion to the 50th Reunion; and four (4) beds each for the 25th Reunion and younger. Satellite class members should pay the same per bed fee as major reunion classmates.
3. Communicate housing and food (if applicable) payment procedures and deadlines to the satellite classes in writing.
4. Communicate any information necessary for your registration procedures to the satellites.
5. Communicate program information of interest to the satellites.
6. Communicate any satellite requests, such as a small area at headquarters for a satellite class lunch, to the appropriate members of your committee.
7. Obtain attendance estimates from each satellite, and communicate them to your Registration Chair.

3.20.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.20.3 Related Information

Fees. The Alumni Council Committee on Reunions and the Alumni Council Committee on Class Affairs eliminated satellite class fees in 2007. Thus, major reunions are not permitted to charge satellite classes or class members and their immediate families to attend Reunions, either on a per-person or flat fee basis, except at the 5th Reunion. If a satellite classmate however, wishes to bring people not in his or her immediate family (defined as spouse/partner and children), additional adult guests may be admitted at a charge of \$50 per person, payable to the major reunion. Fees may be charged for negotiated add-on, such as *a la carte* meals. Campus beds should be charged at the same rate that major reunion classmates are paying.

Meals. Your class needs to decide which meals are open to the satellites and which are class-only. Among older classes, typically there is one class-only dinner and the others are more casual and open to satellites. Younger classes often do not invite satellites to any meals. If satellites are to have access to meals, determine whether you will charge them for the meals and if so, how those meals can be purchased (meal tickets can be sold at the registration desk during Reunions).

Housing. Each major reunion is required to reserve some on-campus beds for their satellite classes (see Housing). Giving the satellite class a deadline in March or April to inform your class of the beds they will actually need and to pay for them will greatly help your Housing Chair and will prevent beds from going unused.

Registration. Each satellite needs to have a sign-in ledger for their class at the registration table. Many of these ledgers will be picked up by the student crew from Maclean House, but some will be brought by a satellite officer to your registration area. These books are important historical records and should be treated with care. The Office of the Alumni Association will also supply you with a binder containing lists of living classmates for each satellite class. Please be sure that at registration, your student crew checks off satellite attendees and notes the number of guests they bring. These lists are used to track who has attended Reunions and will be very helpful to the satellite classes when they prepare for their next major. Note, guests and family members of the satellite classmate may not register before the classmate arrives. For example, a current Princeton student attending Reunions, must wait for his or her alumni parent to register.

Payments. Major reunions are not permitted to collect money on behalf of satellite classes. All payments to the reunion are directly to the major. Classmates of satellite classes may only pay class dues if a representative of the satellite reunion is present at the registration desk. We encourage satellites to collect dues payments outside of Reunions.

3.21 STUDENT CREW

3.21.1 The Job

The job of the Student Crew Chair is to hire and manage the student crew. This function is often done by the Reunion Chairs. Here are important elements:

1. Find and hire a crew manager and, with the manager, hire the balance of the crew. The students who staff your major reunion are vital to the successful implementation of your committee's plans.
2. Define the job for the crew. A written job description or "play book" can be very helpful on-site.
3. Review the University required pay rates for the crew manager(s) and members and communicate with the Finance Chair regarding your budget. See the Office of the Alumni Association Payroll Guidelines available on the Office of the Alumni Association web site.
4. Arrange for feeding, attiring and housing your crew.
5. Manage the crew, as necessary, at Reunions (your crew manager has much of the responsibility here).
6. Define the process for tracking authorized crew expenses (petty cash, receipts, etc.).
7. Determine the individual bonus amounts for your crew members, with input from the Crew Manager and members of the reunion committee.

3.21.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.21.3 Related Information

Hiring Crew Managers. All crew managers must be currently enrolled University students and must have prior crew experience. Look for a demonstrated ability to manage a team and a willingness to provide enthusiastic service when interviewing candidates. All major reunions headquartered at the Graduate College must hire graduate school students as managers and crew members. These students are familiar with the layout and policies of the Graduate College.

Crew requirements. All students working on headquarters crews must be currently enrolled University students. The Committee on Reunions supports classes hiring a mixture of graduate and undergraduate students, who are reflective of the diversity of the student population. In addition, the

Office of the Alumni Association strongly recommends that a graduate student be hired on each crew to oversee the distribution of alcoholic and non-alcoholic beverages at each major reunion site.

Determine the structure of the crew (one manager with an assistant, two co-managers, etc.), number of members and scope of duties early. Most crews have between 13 and 15 members. Complex or very large reunions (5th, 25th and 50th) require larger crews. Wages for managers and crews are set by the University. You will need to determine bonus qualifications and confirm other conditions and details of being on the crew (the start of the work week; meal expenses/eating arrangements *before* and during Reunions; crew housing, etc.).

Seniors. While seniors may appear to be ideal workers because of their experience, seniors have many other commitments, events and responsibilities during Reunions weekend. Some of these take place at times when you need your crew strength at 100%, such as right before and during the P-rade. We recommend you use caution in hiring seniors, as before the actual weekend, they may not realize just how torn they will feel when they are unable to participate fully in their class events. In addition, their families are often in town by Reunions and require their attention, especially on Sunday, when Commencement activities begin. These things can conspire to distract seniors from being fully performing members of your crew.

Interviews. Plan to interview crew candidates with your Student Crew Manager(s). Maclean House is available on weekdays for interviewing manager and crew candidates (contact the Office of the Alumni Association to make arrangements). The Frist Campus Center is also a convenient location.

Housing. Your student crew must be provided housing from the on-campus allotment for your reunion. Communicate housing needs to the housing chair. Keep a list of the rooms that your crew will occupy in case you need to find them. Seniors and graduate students remaining on campus will retain their dorm accommodations and would not require housing from your campus allotment. However, we recommend that crew managers be given beds from your allotment located in your headquarters, even if they have accommodations elsewhere on campus. Managers are on call for the weekend and need to be near by.

Costumes. The crew typically wears something provided by the class that identifies the students as members of your crew. Often this is a T-shirt with the reunion logo and the word "Crew" (they will need at least three shirts as there is no time to do laundry). The Class of 1983 provided a different color t-shirt each day for their 25th student crew. Communicate with the Costume Chair about the crew needs. Unique hats can be a help in identifying crew members quickly.

Food. The crew typically starts working for your reunion on Monday or Tuesday of reunion week. You will need to determine how you will feed them. Possibilities are ordering bagels, pizza, hoagies or the like at mealtimes, or giving crew members a per diem. Dining Services can also help by providing your reunion with vouchers for the Frist campus Center. This gives your crew members the flexibility to eat what they want and results in less wasted food. Once the reunion starts, remember to factor the crew into meal counts if they will be eating with the class.

Communications during Reunions. It is important that you communicate with your crew manager regularly during reunions. Some classes set up a meeting time or two each day (early in the morning and late evening, for example) with the crew manager to review how things are going and go over plans for that day or the next. Some reunions provide the crew manager(s) and assistants with walkie-talkies; some prefer to rely on cell phones. Either way, you need to be able to reach each other quickly and easily at all times. To manage effectively your reunion, you also need to know where your crew manager's room is, and to have a list of rooms for all crew members - this is particularly helpful should any crew members oversleep. (Working on a Reunion can be very tiring!)

Wristbands. Your student crew will be provided with wristbands at the Office of the Alumni Association's mandatory crew member briefing meetings, usually held the Tuesday afternoon and Thursday morning of Reunions week. Split your crew so that everyone attends one of these meetings. Crew members may not obtain wristbands at your site.

Work prior to Reunions. Your student crew is not scheduled to work for your Reunion until Reunions week. They should not be assigned to do work that is the responsibility of the members of the Reunion Committee, such as assigning beds to classmates who are receiving on-campus housing. Other than attendance at an Office of the Alumni Association briefing meeting, TIPS certification and golf cart or van certification, any work done by any member of the student crew, including the managers, must be paid at an hourly rate. Contact the Office of the Alumni Association if you plan to employ your student crew members prior to Reunions week.

Crew photo boards. Reunion attendees often enjoy learning more about the members of your student crew. One way they can do this is for you to set up a photo board of the crew with a picture of each crew member and a brief biography. A good location for this is at registration, where people can read it while waiting to register.

3.21.4 Student Crew Finances

Worker's Compensation/W-2 Forms. The University Student Payroll Office will handle both Worker's Compensation and W-2 forms. The Office of the Alumni Association's "Reunion Crew Member and Payroll Roster" form is available on the Reunions Volunteers web site and must be completed and returned to the Office of the Alumni Association by **February 1**. The Reunion must submit a check to the Office of the Alumni Association for the total crew base salary by **May 1**. The Office of the Alumni Association will process bonus payments as soon as the amounts are received and payment is collected. Salary and bonus checks will be processed according to the University payroll schedule and mailed to students unless they have direct deposit. The University payroll system is a biweekly system. Payroll dates are available on the current year payroll contract.

Pay scales for Student Crews. The pay scale for the student crew members is set by the University each year. The Student Crew Payroll Guidelines is available on the Office of the Alumni Association web site.

Operating Expenses. The crew manager will need petty cash for providing last minute necessities, as well as checks for any rental equipment or vehicles the crew is picking up.

3.22 TECHNOLOGY

3.22.1 The Job

The job of the Technology Chair is to facilitate the use of technology in the reunion planning and execution. This could include the following:

1. Develop a class web page, if none exists, or develop a reunion web page to be linked to the class page (or provide information to the class webmaster). Update web pages with current reunion information, including program and registered classmates. We recommend you encourage classmates to obtain personal information through TigerNet. You may also work with a University-approved vendor or have an opt-in system for personal contact information. Either way, all personal information must be behind a firewall.
2. Assist the Publicity/Promotions Chair to promote the reunion via the web page and/or e-mail. Consider putting registration information online or establish online registration. Note that online registration requires a secure site.
3. Help the Registration Chair track registration, housing and costume orders by creating a process and/or template using software tools (spreadsheets, databases, online forms, etc.).
4. Assist the Yearbook Chair in distributing and obtaining class information forms and surveys electronically.

3.22.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.22.3 Related Information

Web Site. Your web site is a great way to provide current information to your class, as long as the site is updated regularly. Web pages can be used to relay important information regarding registration deadlines, programming for the reunion, alumni-faculty forums and classmate participation in them, planned children's activities (where applicable), any class community service project, and detailed information about costume sizes, transportation, campus shuttles, the Route 1 bus schedules and more. Some classes have also included archived class notes (from the PAW), a class officer list, and a section in memory of deceased classmates on their sites. The site is also a wonderful place to post all forms that classmates may need to submit, such as registration, costume orders, housing, yearbook data, etc. Classmates who choose not to register online can then print the forms and mail them to the appropriate person.

Online registration. Many classes are making the switch to web-based registration for Reunions. This enables the reunion volunteers to have current registration information at all times. Additionally, sites can be set up to collect registration fees online with the payments being directly deposited into your bank account. Online registration does take both web and database expertise to set up. Some classes utilize the talent of web-savvy classmates and others use a vendor. Online payment systems require additional effort and more vendors in order to establish a payment gateway and credit card processing service. If your reunion is already accepting credit card payments, however, adding online processing is not as much additional work. Note that there are restrictions on the use of personal data provided by the University. Contact the Office of the Alumni Association for more information.

Past approaches. Previous classes have used technology in a number of ways:

- Web sites with information on reunion plans, registration and costume order forms
- Online payment capabilities
- Class directory and surveys
- Electronic mail
- Discussion groups
- Registration databases
- Compilation of survey data
- Yearbook entry submission
- Shared photos leading up to Reunions and after the big event
- As a marketing tool to get classmates excited about Reunions
- Save a tree and decrease the costs of printing and mailing

Coordination with Yearbook. The Technology Chair can work with the Yearbook Chair to design online forms that are easy to copy, edit and submit.

Coordination with Publicity. A detailed web site can help you save printing and mailing costs. Some classes choose to mail out postcards only and direct classmates to their web pages for detailed reunions information that otherwise would have been sent in a reunion packet. Be sure that you at least send one reunion notification mailing out via paper (whether in an envelope or postcard), as not everyone in your class will have access to e-mail or your web site.

3.23 THEME

3.23.1 The Job

The responsibility of the Theme Chair or group is to develop the theme for the entire reunion. Often this responsibility is not delegated to just one person but is discussed by much of the committee. The theme will be reflected in the costume, service project, publicity ideas and so on, and the chairs of those committees are often involved. The theme is generally considered the phrase that characterizes the reunion and the logo that compliments it. It may also be integrated in costume fabric design. The basic responsibilities are:

1. Come up with the reunion theme, soliciting ideas from the class. Eighteen months prior to the reunion is not too early!
2. Consider an additional logo capturing the essence of the theme. (Consult your Artwork Chair and Costume Chair).
3. Work with Artwork Chair to create usable art for the logo and other designs.

3.23.2 Timetable

The theme should be finalized before the first reunion mailing, at the very latest. We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.23.3 Related Information

Approaches to creating a theme. There are a number of approaches to creating a theme. Some classes ask for class input in mailings to the class (such as the president's letter) and/or PAW class notes. The reunion committee may brainstorm at early meetings. Ideas to consider are themes related to a planned service project (1977's "Gimme Shelter," where the class sponsored a Habitat for Humanity House), a play on class/year/major reunion numbers (1969's Ying/Yang symbol), or anything relating to something of past significance to the class.

Past interesting/integrated themes. The Office of the Alumni Association maintains a list of past themes. Some recent samples are: Aged to Perfection; 65 and Sure Alive; Still Vertical; Going Back to the Best Four Years of All; Going Back ... Looking Forward, Clear the Track!; Princeton's Vintage Class; Close Encounters of the 30th Kind; Tiger Gras, Planet 87: Paws in Space, The Good, The Bad, and The Orange; 2007: License to Chill; 5 Sheets to The Wind!, What happens in Princeton stays in Princeton.

Class themes spanning many reunions. Some classes come up with a theme that so characterizes something about the class that it becomes the underlying theme for many reunions. For example, the Class of 1970 had the dubious honor of graduating with a swarm of 17-year cicadas. For their 20th, they

came up with a “bug” theme (“In locusts parentis”) and have been doing something along those lines ever since.

Office of the Alumni Association. Contact the Office of the Alumni Association to obtain information on past reunion themes, logos and costumes.

3.24 TRANSPORTATION

3.24.1 The Job

The job of the Transportation Chair is to coordinate transportation (vans, golf carts and special transportation) needed during reunions. The key element of the job are as follows:

1. Rent vans (or even trucks or U-Hauls) to be used during reunion week (coordinate with Headquarters, P-rade and Costume Chairs). In addition to shuttling alumni, these may be needed for running errands off of campus, such as picking up costumes that may be stored locally or making purchases for headquarters.
2. Rent headquarters golf carts. Golf carts can be most helpful for crew members who may need to deal with off-site meal arrangements, pick up items from Maclean House, make a run to the ice vendor's truck or shuttle classmates to the P-rade golf cart staging area.
3. Supervise student crew driving assignments. Students who drive vans must be certified in advance of Reunions through Public Safety.
4. Coordinate with the Office of the Alumni Association and your Housing Chair on the Route 1 hotel bus program. The Office of the Alumni Association coordinates a bus system between the campus and the hotels located north and south on Route 1. This program used to be supported by payments by the major reunion classes, but now the University pays the cost of the program. The Office of the Alumni Association will provide a poster size busing schedule that should be posted at your headquarters. These schedules are also distributed at the hotels and available on the Office of the Alumni Association's general Reunions web site.

3.24.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.24.3 Related Information

University certification for van driving. Information about the University van certification process can be obtained from the Department of Public Safety web site. Any student crew member who may be driving a van must have this certification in order to be covered for insurance under the University's umbrella insurance policy.

Vehicle rental and liability. Some reunions rent vans and cars for use in transporting people and materials. Each student drivers must possess a current, valid US or Canadian driver's license and complete Risk Management's Driver History Questionnaire. Vans must be 12-passenger vans or smaller. Students are not permitted to drive 15-passenger vans and students may not be transported in 15-passenger vans. All insurance coverage offered by the rental company should be declined.

When renting cars and vans, we recommend you take photos of the vehicles when you pick them up. This will help if a dispute arises concerning dents, scratches, etc. Also, if any type of accident occurs, be sure to take pictures and report it to Public Safety and Risk Management right away. A digital camera with a date stamp is good for these purposes.

Headquarters golf carts. Each major reunion generally rents golf carts to be used throughout Reunions by the student crew. These help the crew perform their duties by making it possible to make deliveries and pick-ups and to carry heavy equipment and to transport crew members to off-headquarters locations when they need to set up or break down equipment. Reunions are permitted to rent up to three headquarters carts. Headquarters carts may be used prior to Reunions and over Reunions weekend. They can also be used in the P-rade. These carts can only be driven by crew members who have completed Risk Management's golf cart certification. Reunion committee members are not permitted to drive them at all. We recommend that all headquarters carts be equipped with lights, as they are often needed after dark.

Golf carts are considered motor vehicles and cannot be parked inside of headquarters sites. If crew members need to park closer to make heavy deliveries, they can do so, but then must park the cart outside of the site. We recommend however, not to drive into the site at all. You should also determine a safe and secure location to park the vehicles at night. Golf carts are easy to steal, because they all work with the same keys.

Personal golf cart rentals. Classes may not rent personal carts on behalf of individual alumni or committee members. It is the responsibility of individuals needing carts to order, secure and return their carts. We encourage you to let your classmates know that carts are in limited supply and should only be ordered by those with genuine need. Please also remind them to bring locks and chains to Reunions and to always lock their golf carts with chains when not in use.

Princeton University will provide liability coverage for all golf cart rentals. This means that bodily injury to 3rd parties and property damage to 3rd parties will be insured by Princeton University. Individual renters however, assume full responsibility for that cart until it is returned to the vendor. This includes any damage to the cart, extra rental or replacement if stolen. Further details are available on the Reunions Volunteers web site and for alumni on the general Office of the Alumni Association Reunions web site.

For carts needed before Saturday of Reunions, individuals should make special arrangements for the date and time of delivery and pick-up with the golf cart vendor. The procedures for golf carts for the P-rade can be found in the P-rade section.

Golf cart restrictions and issues. Cautious driving of golf carts is of the utmost importance as all areas of the campus are crowded with returning alumni and their families. Special care should be used when driving carts near Reunions that often have small children in attendance (10th through the 25th).

Golf cart drivers must possess a valid driver's license. During the course of the P-rade, caution must be exercised while driving. Emphasis on instant braking is a must, because of frequent pauses experienced by the marchers. The Office of the Alumni Association encourages engaging students or family members to drive the carts so alumni may enjoy the parade and festivities. Students driving carts however, must have completed the Risk Management golf cart certification process.

Carts should be locked with chains when not in use based on experience at past reunions. Note that golf carts must be equipped with lights if they are to be driven after dark. In addition, golf carts are prohibited by law from being driven on public streets (such as Alexander Road, University Place and Washington Road). The only exception is Elm Drive. No gas-powered vehicles inside HQs.

Access to campus. All entrances to the University will be closed to vehicles during Reunions. To access the campus shuttle, attendees should be directed to park cars in Lot #16, #23 and #23A (Forbes attendees only) or the lower end of campus and in Lot #21, next to Jadwin Gym. See the Headquarters Map with parking instructions available on the Office of the Alumni Association's general Reunions web site.

Each major reunion is provided with two parking passes that enable vehicles to gain access to the campus. These are to be used primarily for deliveries and are picked up by the Student crew Manager the Wednesday of Reunions week at Transportation and Parking Services. Vendors do not require parking passes. The Reunion Chair submits a list of vendors that require vehicular access to the campus during Reunions (caterers, entertainers, etc.) in the Logistics Confirmation form (due May 1st). Public Safety uses this list to allow vendor vehicles on campus. This access is for drop-off and delivery/pick-up only. Vendors should be instructed to move their vehicle to a designated parking lot, generally Lot # 23 or Lot # 21. Entertainers and vendors are not able to enter or exit the campus between 12:00 noon and 5:00 PM on P-rade Saturday.

Handicapped classmates may contact you for parking information. The University reserves Lot # 6, near Baker Rink, for cars with Handicapped tags or decals. Should a handicapped classmate need to make special arrangements, he/she can contact Transportation and Parking Services.

3.25 YEARBOOK

3.25.1 *The Job*

It used to be that it was rare for a major reunion class not to publish a yearbook of some kind. This is no longer the case. The 25th, 40th and 50th Reunions often turn out very substantial yearbooks: hardbound volume printed offset on coated paper and running to hundreds of pages, complete with senior year photos, family snapshots, scrapbooks of past reunions, extensive polls and more. With the advent of TigerNet however, many classes choose to forego this major expense. Some take the middle road, having an extensive online yearbook behind the firewall on the class web site, with a simple photocopied address/e-mail list available to reunion attendees.

The cost varies significantly with print medium, number of copies, number of photos, nature of binding, and distribution. It can be among the largest line items on the reunion budget, and thus the reunions committee should discuss and decide carefully just how much of its reunion resources it wants to devote to publishing the “periodic life reports” of its classmates.

Just as cost varies, so too does the work. The more ambitious the project, the more important the selection of the editor and publisher. This can be very time-consuming, so you need a volunteer who has the time to devote to the job. While related experience in a classmate’s current or past employment can be helpful, familiarity with desktop publishing beyond simple word-processing is merely a plus, not a requirement.

The key tasks of the job are:

1. Determine with the committee what kind of book is wanted, weighing costs of different kinds of reproduction and different numbers of copies – for the whole class or just reunion attendees.
2. Name an editor to create a book outline and sample survey/bio forms, working from the previous year’s materials or those from a past major reunion of the class.
3. Discuss how best to collect information – by mail, e-mail or web site, or a clearly defined combination of all three. It can triple the work if people submit three different entries. Work closely with your class officers to determine how to best communicate with the class.
4. Coordinate mailing a letter and bio info/essay form with the overall class mailing. Work with the Publicity Chair to develop methods of boosting response rate. The more ambitious the project, the more important it is to get the best response. Set a schedule of follow-up reminders and coordinate with general reunion mailings and broadcast e-mails.
5. Choose the publisher/print vendor early and get input on streamlining the process of receiving, editing and compiling classmates’ responses. Get a firm and clear proposal and negotiate a payment schedule. Set deadlines working backwards from your desired date of delivery or mailing. Allow for at least two “clemency extensions” for tardy classmates and secretly build them into the schedule. Remember, the goal is the highest participation.

6. Receive and edit book materials. Proof final version and deliver to the vendor.

3.25.2 Timetable

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.25.3 Related Information and Pointers

Creative financing. While usually part of a reunion budget, a yearbook can be paid for from class funds if it is mailed to **ALL** members of the class, regardless of whether they pay class dues or attend Reunions.

Inspiration and where to find it. Copies of past reunion books are available at the Office of the Alumni Association in Maclean House and at the Seeley-Mudd Archives across from the Engineering Quadrangle. Reviewing past copies published for your anniversary can prompt some creative thinking about a class survey and about categories of individual information. Copies of past *Daily Princetonians* are on microfilm at Firestone, and the *Princetonian* can provide photographic copies of past pages to be scanned for inclusion in a book.

The Web and E-mail. Coordinate the book process carefully with the Technology Chair. Options such as Rich Text Format template files downloadable from a class web site can be very efficient. Properly formatted, filled in and returned as e-mail attachments, they can cut significant time from the task of collecting information. They are also a great solution to the late responder. Also if you wish to post responses on the class web site, they must be in a password-protected site, with a high level of security.

Virtual Yearbook. Publishing your yearbook on CD-Rom is a creative and relatively inexpensive way to go. It can allow classes on lower budgets to publish color photos and textual content can be placed in a variety of formats. It also saves on mailing costs and eliminates most printing costs. If you decide on a virtual yearbook, do not include contact information, as data is far more easily harvested for inappropriate use when in electronic format. Instead, refer people to TigerNet, which is password-protected.

Getting the best response. Coordinate with Registration Chair, developing a process to share names of respective respondents. Consider sending special reminders to people registered for Reunions who haven't supplied information for the yearbook. Collect 10 to 20 "sound-bites" of one- or two-paragraph clips from early respondents to use as a one-page anonymous teaser in follow-up mailings. A wide range of reaction will often inspire reluctant writers who think there is nothing to say if they can't relate years of soaring success.

Deadlines. Meeting deadlines is critical if you want your books to be delivered on schedule. Some classes even publish supplements to be able to include those classmates who don't make the yearbook deadlines. This has the advantage of including their entries while still keeping the project on schedule.

Piggyback on registration and/or fundraising calls. Coordinate the collection of information for the book with your Registration Chair and Class Agent. These are great opportunities to remind classmates to submit their entries if they haven't already.

Work smart. Work closely with your printing vendor to establish the most efficient methods of editing and formatting material for the book. This is very important if you do not have a seasoned editor experienced in delivering "camera-ready" materials. Establishing the right procedures in the beginning can save considerable time and exasperation later on. Define style points early and adhere to them consistently. Work out all details of software packages and any compatibility questions.

Who should publish it? Most classes use University Printing Services, Reunion Press, Inc., or a local copy shop or job printer. If you intend to mail the book, get firm numbers on packing and postage.

Mail ahead? Mailing to all class members may be done ahead of the reunion as a publicity device. Or, you may print enough for attendees and for any who request one through the mail. Determine whether your class will charge non-attendees for mailing them a book or give it to them. Determine early on the mailing details. It is crucial to fully reflect these decisions in your budget--yearbook overruns are a common cause of financial troubles.

Extra copies. Please add four books to your order and send to the Office of the Alumni Association for campus distribution.