

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/>.