

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.