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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 staff in the Office of Alumni Affairs. 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 to assist Reunion Chairs in planning and to offer best practices. Reunion Chairs are contacted by their liaisons several times throughout the planning process.

2. Meets as a group to consult on Reunions policy and provides guidance to the Office of Alumni Affairs on ways to improve Reunions for alumni and the University.

1.2 Office of Alumni Affairs Staff

The Office of Alumni Affairs staff offers support to the major reunion volunteers throughout the planning process. In addition to working directly with reunion volunteers, the role of the staff of the Office of Alumni Affairs is to:

1. Coordinate planning and implementation of all non-class-related Reunions activities.

2. Maintain files on past attendance, finance and activities.

3. Send e-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.

5. Publish official Reunions Schedule of Open Events for distribution at Headquarters registration.


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. Provide shuttle service during Reunions, both on campus and to area hotels.
9. During Reunions, the Office of Alumni Affairs 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 the Old Guard classes

1.3 Other University Support

Grounds and Building 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 Alumni Affairs.)

2. **Check Wristbands**: Wristbands are required for entry to the major reunion sites after 6:00 p.m.
1.4 Reunions Meetings Calendar

The Office of Alumni Affairs 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-May**
  - Planning Conference Calls by Area of Responsibility (as needed)
  - Major Reunion Chairs and Committee Members

- **March/April**
  - All-Hands Meeting (Current Year)
  - Major Reunion Chairs and Committee Members
  - Student Crew Managers
  - University Staff

Please feel free to schedule a meeting or conference call with the Office of Alumni Affairs 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 Alumni Affairs Reunions website at [http://alumni.princeton.edu/main/goinback/reunions/](http://alumni.princeton.edu/main/goinback/reunions/).
2 AREAS OF RESPONSIBILITY

2.1 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 informed 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.

Vice President -- The Class Vice President is often responsible for setting up a regional network of representatives or regional VP's, which 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 Finance Chair and the Class Treasurer be two different individuals.

Class Agent -- If you wish, the Class Agent can convey reunion information 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 encouraging them to attend Reunions.

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 websites and electronic communication, many classes have Technology Chairs or Webmasters. He/she is responsible for creating and maintaining the class website 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.

2.2 REUNION CHAIR(S)

2.2.1 The Job

The Reunion Chair is commonly appointed for a five-year term, coinciding with the election of new officers for your class at the conclusion of the previous major reunion. In this capacity, the Reunion Chair will oversee the satellite/off-year reunions leading up to the major reunion. Some classes may have different volunteers run the satellite reunions from those who run the major reunion.

The major components of the job include:

Initial Reunions Planning Meeting. The Committee on Reunions in conjunction with the Office of Alumni Affairs holds a planning meeting on campus for all Reunion Chairs and committee members in January of each year. As Reunion Chair you are encouraged to attend this annual meeting. Participation in this meeting one year and a half prior to your major reunion should be regarded as mandatory for the Reunion Chair. If you cannot attend this meeting, ensure that another member of your committee attends and passes information back to you.

Recruit and organize your committee. Each class will create a reunion committee organization that represents a wide cross-section of class members. Appoint one or two classmates to oversee each reunion responsibility. One person may handle several of the “jobs” defined here, but you are encouraged to solicit a sufficient number of committee members so as not to overburden any volunteers. Note also that it is often helpful to have at least a few committee members from the greater Princeton area who have ready access to campus in the event that there is a need to facilitate meetings with University staff and/or to receive deliveries (such as costumes and decorations) prior to Reunions week. Once you select your reunion committee members, please share the list with your class and the Office of Alumni Affairs.

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.

Budget. The Reunion Chair should work with the Finance Chair, Class Treasurer (if not the same person) and other appropriate committee members to establish an estimated budget of income and expenses early in the planning process. Revisit the financials frequently to ensure that your Reunions budget is appropriately funded based on reasonable expectations of attendance.
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 Alumni Affairs between March and May.

Select your Student Crew Manager(s). Because of the complex nature of the job, your Student Crew Manager MUST have prior Reunions experience in order to serve in this role. The year preceding your major, watch the Student Crew Managers and Student Crew in action. Seek references for a potential Student Crew Manager from the prior year major and the Office of Alumni Affairs.

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 Student Crew Manager(s) and Student Crew. The Office of Alumni Affairs handbook and planning checklist for Student Crew Managers are detailed resources and located on the Office of Alumni Affairs Reunions Volunteers web page. Encourage the Student Crew Chair to meet with the Student Crew Manager multiple times before Reunions week to develop a rapport with the student and to outline expectations and timelines for their work.

Follow the planning checklist, complete the required forms promptly, and file them with the Office of Alumni Affairs. Also encourage your committee members to follow their respective sections of the planning checklists for key deadlines.

2.2.2 Timetable

It is advisable to recruit and organize your committee approximately two years to 18 months in advance of your major reunion. Look to complete the bulk of the planning 18 to 6 months in advance, and work in earnest on all the details during the reunion year. Hold periodic organizational meetings or conference calls to ensure proper coordination among committee members. Meetings may initially be monthly, becoming more frequent as Reunions week approaches.

2.2.3 Reunion Etiquette

P-rade. Class officers traditionally lead the class, often between the banner and your first marching 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 history and tidbits about the class, the reunion and the costume. The class must provide the script and/or other data to the P-rade narrator in advance of Reunions week. The class should be instructed to keep the P-rade moving and not linger in front of the reviewing stand. Ideally, classmates should cheer while marching, but if pausing is necessary, do so briefly 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 at the Saturday lunch can help with this cause.
A Green Reunion. Consider ways to have a more eco-friendly reunion. Consult with committee members and classmates who are enthusiastic about this issue. Contact the Office of Alumni Affairs for best practices from past reunions.

2.2.4 Related Information

Consult the prior year’s Reunion Chair. Be sure to reach out to past Reunion Chairs and other committee members for ideas regarding the Headquarters site, potential Student Crew hires, programs, meals, etc.

Student wages. The pay scale for student wages is set by the University. Be sure to reflect these costs appropriately in your reunion budget, and remember to factor in expected performance bonuses. The Student Crew Payroll Guidelines document is available in the Student Crew section of the Reunions Volunteers website.

Permits and other legal requirements. The Office of Alumni Affairs will communicate the procedures for obtaining all necessary permits for your Headquarters site from the town or state. Entertainment contracts must be reviewed by the Office of Alumni Affairs. Consult the Vendor Guidelines document available on the Reunions Volunteers website.

Emergency Preparedness – Weather & Evacuation Sites. In the event of a possible lightning storm, it may be necessary to shut down the Headquarters and meal sites for a short period of time. The 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 Alumni Affairs will provide each major reunion with the list of evacuation sites for the Headquarters and meal sites for that reunion.

2.2.5 Pulling it All Together at Reunions

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

1. The Student Crew Manager should assign specific responsibilities to each Student 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
   - 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 Alumni Affairs Reunions Schedule of Open Events
   - Pre-paid meal tickets
   - Class badge/button
   - Costume items, if small
   - Memorial Service information

3. Review registration check-in procedures so that the crew is knowledgeable about fees and procedures and can process returning classmates expediently, and go through a practice run.
   - Review the wristband distribution procedure and ensure that space is left for the University-provided “wristbanders” to be the second point in the check-in process, after verification of registration and before costume and packet distribution
   - Have a printed list of all pre-registered guests
   - Have a fee schedule for walk-ins, with or without guests, for a day or the full reunion
   - Have information on the satellite arrangements

4. Designate a housing/linen coordinator.
   - Have a list of pre-registered classmates and assigned rooms
   - Set up a procedure to distribute linens and keycards
   - Set up a procedure for accepting returned linens and keycards
   - Determine system for tracking on-site payments

5. Designate a costume coordinator to distribute costumes.
   - Label costumes by pre-registered classmate name
   - Organize extras by size for easy access
   - Set up a reserve for walk-ins
   - Consider a display area for purchasable items
   - Determine system for tracking on-site payments

6. Designate cashier, responsible for tracking and recording all on-site transactions for the Finance Chair.

7. Consult the list of suggested crew supplies provided by the Office of Alumni Affairs for your Headquarters site prior to Reunions.

8. Review Sunday check-out procedures and times.
   - See the checklist for Student Crew Managers prepared by the Office of Alumni Affairs
   - Determine procedures for dealing with leftover costumes, supplies, financial paperwork, etc.
• Inspect your site to make sure it is left in better shape than you found it
• Assign crew and committee members to remain at Headquarters until all tasks have been completed

2.3 **ALUMNI-FACULTY FORUMS**

2.3.1 **The Background**

Alumni-Faculty Forums (AFF) began in the 1960s and have since become a tradition at Reunions. Forums are composed of panels of three to five alumni, representing major reunion classes and the APGA, and moderated by a faculty member or administrator well-versed in the field the panel explores. Panelists are nominated by the AFF representatives 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 others. Some examples include: *Big Brother is Watching - Is Privacy a Thing of the Past or Can It Be Reclaimed; Life after Princeton - Roads Less Traveled; To Infinity and Beyond - Innovations in Engineering.*

Each discussion is one hour and fifteen minutes in length. The moderator positions the issue and introduces the panelists. Each panelist then briefly presents a perspective after which the moderator leads discussion between the panelists and the audience.

2.3.2 **The Alumni-Faculty Forums Committee**

The Alumni-Faculty Forums Committee is composed of classmates from the APGA and major reunion classes up to and including the 50th Reunion. The committee selects topics, nominates alumni, and invites and confirms panelists. Meetings are held monthly in Maclean House, from October through February. It is imperative that a class have a representative present if their AFF Chair is unable to attend a meeting.

The Office of Alumni Affairs staff is responsible for much of the logistics and follow-up. They keep track of the progress of panel topic and panelist suggestion, invite the faculty/staff moderators, assign the respective time and location for each panel, and manage the event publicity. In addition, they coordinate the solicitation and editing of biographical information for confirmed panelists and provide confirmation materials and information to all involved participants.

2.3.3 **The Alumni-Faculty Forum Chair**

The Alumni-Faculty Forums Chair from each class is tasked with coming up with creative and relevant panel topics, as well as ensuring their class is represented well on the respective panels. The panel and panelist selection processes require in-person meetings, so the AFF representative must be available to travel to campus several times throughout the year. In total, the AFF Chair will:

• Represent their class and attend on campus meetings (remote participation is not possible)
• Solicit ideas and panelists from their classmates
• Review documents sent out via e-mail from committee members and Office of Alumni Affairs staff members, which may include Word documents, Google documents, Adobe PDFs, Excel spreadsheets, etc.
• Assist with the collection of biographical information from classmates serving as panelists
• Act as a liaison for information about class-sponsored seminars and academic events held during Reunions

2.3.4 Related Information

The Office of Alumni Affairs will provide each AFF Chair with a list of classmates or graduate alumni, sorted by profession, with further information available on TigerNet. Class/APGA officers as well as Class/APGA Annual Giving committee members can also serve as valuable resources. The AFF panels will be held at the following times:

Friday of Reunions: 8:45 – 10:00 a.m.  
10:30 – 11:45 a.m.  
2:30 – 3:45 p.m.

Saturday of Reunions: 8:45 – 10:00 a.m.  
10:30 – 11:45 a.m.

2.4 Artwork

2.4.1 The Job

The responsibility of the Artwork Chair is to design and develop the logo and any related artwork to complement and express the reunion theme. Ideally, the reunion will have artistic and creative resources within—an artist, graphic designer or art director, a website developer or computer graphics specialist, an editor or publisher—with the appropriate design and technical skills. 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, etc.

For each and every one of these uses, a high-resolution graphic file, usually an Adobe Illustrator or Encapsulated PostScript (EPS), will be needed for reunion committee members—and their 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. Once the logo is complete, be sure to send it to the Office of Alumni Affairs and the PAW. The Artwork Chair will:

1. Begin to develop artwork in the earliest discussions about theme, incorporating your class year and reunion. 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.

2. 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.

3. 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.
2.4.2 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 Alumni Affairs 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 Alumni Affairs about use of such graphic identities and to obtain approval.

Color Matching. Print vendors and others use the Pantone Matching System of colors and numbers to ensure consistency. Princeton’s orange is PMS 158.

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 through the Office of Communications or the Office of Trademark Licensing.

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 may offend people or create negative feelings or feedback about your reunion. Some negative examples include using weapons, ethnic parodies, clear references to alcohol, etc.

2.5 Associates Liaison

2.5.1 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.

2.5.2 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 makes sure that the needs of the class associates are met and often sends personal invitations so that the associates feel included.
Costs. Many older reunions invite widows to attend Reunions at no cost. While not many attend, the gesture is often appreciated.

2.6 Beverages

2.6.1 The Job

The Beverage Chair is responsible for the coordination and oversight of beverages in the following three categories: alcoholic beverages at the headquarters site; non-alcoholic beverages at the headquarters site; and all beverages at off-site events.

Alcoholic Beverages at Headquarters Site

The basics of the job are as follows:

1. Coordinate with the Food Chair regarding meal sites, menu selections and cocktail parties/receptions, pairing 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, checking the station frequently (at least once/hour). Arrange for the kegs to be locked up when not in use, which may require the purchase of locks and chains.

3. Reunions generally serve beer, wine or liquor at a bar at their headquarters site. Younger classes tend to stick to beer, while older reunions often add wine and liquor to the bar set-up. A reunion may purchase beer from one of the distributors listed on the University’s approved vendor list or may make other arrangements with a local vendor or distributor. The Beverage Chair should also coordinate cups for beer, wine or other beverages, and consider using eco-friendly options.

4. To keep kegs and other beverages cold, each student crew should coordinate with the Office of Alumni Affairs Ice Crew throughout the weekend. Orders do not need to be placed in advance of Reunions. You can rent the large ice tubs from the University’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. If a reunion serves wine or liquor at its Headquarters site, the Beverage Chair should make arrangements with a liquor vendor. Many liquor stores will allow returns on unopened wine and liquor; this is worth negotiating as part of an overall arrangement with a vendor. If you plan to return unused beverages, you should bear in mind that most liquor stores are not open early on Sunday mornings. Also, make sure that you have appropriate cups/glassware and bottle openers/corkscrews to serve wine or mixed drinks as well as ice.
6. The Office of Alumni Affairs coordinates a water program for all major reunions. Your reunion will be charged for any missing or unusable containers and for damaged water coolers. Please note that the water coolers require electricity, and should be placed in your non-alcoholic beverage tent in a visible and accessible location.

2.6.2 Related Information

Alcohol: It is illegal to sell liquor by the bottle during Reunions. The best way to remain within the law is to let individual alumni procure their own liquor.

Alcohol Permit and Post-Reunion Reporting: There is a firm deadline for filing these required forms with the University and the State. The Office of Alumni Affairs will complete and mail the New Jersey Division of Alcoholic Beverage Control's Application for Social Affair Permit (i.e., the alcohol permit application for Reunions), which must be signed and returned to the Office of Alumni Affairs by March 1. Remember that you will need a certified check or money order from your Finance Chair for the license fee. Once your permit has been issued, the Office will send you an electronic copy to keep for your records. On the Thursday of Reunions, copies of the permits will be posted at your bar locations. In the 10 days following Reunions, you must complete, notarize, and send an alcohol consumption/inventory form directly to the State. Please be sure to send a copy to the Office of Alumni Affairs.

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.

Snacks: It has become customary to provide snacks (such as pretzels or popcorn) in addition to the beer and other beverages served at the bar at headquarters.

Legal Exposure: The University has umbrella liability coverage.

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 Alumni Affairs.

2.6.3 Alcoholic Beverage Regulations

It is unlawful to serve any alcoholic beverages to anyone under the age of 21. In order for student crew members to serve alcohol during Reunions they must complete the TIPS certification course arranged by the Office of Alumni Affairs or the bartending training course on campus.

Your bartenders are responsible for following and enforcing the New Jersey liquor laws. Please keep in mind:
1. A New Jersey Liquor License is required to serve alcoholic beverages at Reunions. Selling alcoholic beverages, including bottles of beer, wine or liquor, is not permitted at any time.

2. The Office of Alumni Affairs 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 Alumni Affairs 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. It is a good idea to review the format of the required report prior to Reunions so that you have a clear idea of the data required to fill out the report.

5. All student crew members tending bar at Reunions must complete the TIPS training session on alcohol awareness. Certification is good for three years. There is no fee for this course if your class uses the distributor who runs the TIPS program. It is strongly recommended to have every member of your crew complete the TIPS training.

6. A member of University Public Safety will be on hand at each bar serving alcohol to assist with enforcement of University policies. Bartenders should not try to handle problems over an ID, unruly persons or related situations. They should immediately bring in the Public Safety Officer to settle the matter.

7. 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.

8. No open containers of alcoholic beverages may be carried outside the Headquarters site.

9. All Reunions must have a plentiful supply of non-alcoholic beverages available at all times.

2.7 CHILDREN’S PROGRAMS

2.7.1 The Job

Reunions are a family event for many alumni. The job of the Children’s Programs Chair is to help make the experience fun for everyone 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, if any; coordinate the budget for these activities with the Finance Chair.

2. Build a schedule for children’s activities for the weekend, taking into account the expected age range of the children, the reunions schedule, including any designated adults-only activities, and any other sources for children’s activities.
3. Coordinate for a children’s area at the Headquarters site with the Headquarters Chair (if needed).

4. Communicate Tiger Camp information (forms can be found on the Office of Alumni Affairs Reunions site).

5. Coordinate with other major reunion classes if you wish to co-sponsor activities.

6. Arrange for entertainment and/or vendors.

7. Publicize the children’s activities in reunion mailings, on social media, and during Reunions.

2.7.2 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.

Reunion courtyard activities. Many classes provide children’s activities as part of the children’s reunion package at the headquarters site. These are not supervised childcare or babysitting programs, but rather programs where parents can enjoy the reunion with their kids. Activities have included carnival-type games, pony rides, moonwalks/bouncy houses, rock-climbing walls, DJs, magicians, science demonstrations, soccer and Frisbee games, video screenings, clowns, balloon artists, arts and crafts projects, and face painting. These activities provide entertainment as well as an opportunity to tie into the class theme. Many classes designate an outdoor and indoor children’s area at the Headquarters site. The outdoor area (usually a small tent) provides a home base for children’s activities and entertainment throughout the weekend. The indoor location can provide a quiet area in their Headquarters/dorm area for a children’s rest location and/or show supervised movies, play video games, etc. during some or all of the band hours at night. This should be coordinated with the Reunion Chair and Student Crew Chair during the planning process.

If the reunion is providing children’s 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.

Babysitting. The University stays out of the childcare arrangements other than Tiger Camp and the Class should not be involved either. Reunions should not offer “babysitting” as there are serious
responsibility and liability issues involved. Alumni are permitted to bring a babysitter or hire one locally. All arrangements should be made privately by the parents/sitter.

**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. This is a great way to offer alternatives to parents who have children that are older or younger than the average ages of the other children attending the reunion.

**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 Campus Dining and your Food Chair for special meal tickets for use at the Frist Campus Center.

**University-wide activities.** There are often many things going on across the campus that may be of interest to families. Check the Reunions website for the list of kid-friendly activities.

**Children’s costuming and P-rade accessories.** As the Children’s Program chair, you might work with the Costumes and/or P-rade Chair to create special giveaways and costume accessories that are just for children.

**Vendors and other help.** All vendors for children’s activities must obtain University approval, which can be coordinated through the Office of Alumni Affairs. In addition, vendors providing inflatable attractions must be listed on the Reunions Approved Vendor 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. Communicate your ideas to the Reunion Chair and the Office of Alumni Affairs and submit all requisite contracts to the Office of Alumni Affairs for approval.

### 2.8 Community Service

#### 2.8.1 The Background

The tradition of linking a service project to a major reunion emerged in honor of the University’s 250th Anniversary. Following the initial 250x250 Community Service Challenge, many classes started or expanded projects at their major reunions. For some classes, the community service project has become a permanent feature of their class activities, continuing throughout the year and in non-major reunion years. The tradition is fitting of Princeton’s unofficial motto, "Princeton in the nation’s service and in the service of all nations." The kind of camaraderie that is created working together in the service of others adds a unique dimension to Reunions.

#### 2.8.2 The Job

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

2.8.3 Related Information

Past project ideas. Projects have ranged from simple, one-time events to long-range and complex endeavors. Consider reaching out to Community Service Chairs from previous years to recreate or adopt past successful projects. Recent projects include:

- 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
- Developing mentoring, internship and job assistance programs

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/](http://alumni.princeton.edu/main/). The Pace Center for Community Service and the Student Volunteers Council (SVC) sponsor a long list of projects and 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 Alumni Affairs or [http://www.princeton.edu/main/](http://www.princeton.edu/main/).

Community groups. The University’s 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 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 website. However, without an in-person component a class may not 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 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 Alumni Affairs before beginning any community service effort, especially one that involves fundraising of any type.

2.9 Costumes

2.9.1 The Job

The class reunion costume or uniform serves to identify and unite the class at Reunions. It also expresses the theme of the reunion and distinguishes your class in the P-rade. 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 the Reunion Chair(s), Theme, Artwork and other committee members. Coordinate with the Artwork Chair on designs, artwork and use of the reunion logo. There are often variations on the costume components for classmates and spouses, and usually at least a T-shirt for children. Consider fun extra accessories, such as hats, tiger tails, umbrellas, canes, totes, etc. that can accentuate the theme, particularly in the P-rade.

2. Coordinate with the P-rade Chair on ordering any giveaways. These are small items, often given to classmates right before the P-rade. Many classes provide fun accessories, such as sunglasses, kazoos, temporary tattoos, etc.

3. Identify and work with vendor(s) for all costume components.

4. 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 and satellite alumni and their guests.

5. Receive, track and organize costume orders from classmates and vendors.

6. Create a process to distribute costumes at Reunions.

2.9.2 Related Information

Soliciting class input. It is very important to get classmates involved in costume design. Some classes solicit ideas from classmates via surveys or design contests. Be sure to run your ideas past the Reunion Chair(s) and Committee Members, as the Reunion Chair(s) and Class President must approve the final design.
**25th Reunion Jacket.** The 25th Reunion is the youngest class to wear a class-designed jacket. Liberal use of orange and black is the norm, but other colors sometimes appear in keeping with the reunion theme. In addition, some 25th Reunion classes have chosen to weave the names of classmates into the fabric or the lining of their jackets. Finally, some classes manipulate or re-use jacket designs of their parent or grandparent class. The Costume Chair may consider reaching out to the Alumni Council’s Committee on Princetoniana to consult photos of past jacket designs.

**Budgeting.** There are two facets of budgeting for costumes: first, determine what the cost per classmate and family member will be; second, factor in extras to be ordered by those who register for Reunions after costume orders are due to vendors and additional apparel you hope to sell on-site. Remember to add in any other accessories and P-rade giveaways. Finally, consider the attire needs for the crew (typically 2-3 t-shirts each). A review of past registration forms and Reunion Financial Reports obtained from the Office of Alumni Affairs can be helpful. Costume vendors can also give you ideas for quantities and size distributions.

**Working with vendors.** Check with the Office of Alumni Affairs and other classes about a vendor’s past performance. It can be helpful to work with a vendor who can provide all or most of your products. The more clearly you can communicate your ideas, the more efficiently the design iteration process will run. More refined artwork will increase the likelihood that you will get the finished products with the quality level you had in mind. The University’s Office of Risk Management will review vendor contracts if desired. Require samples of your pieces with enough lead time for design changes, and give yourself a comfortable cushion for delivery - we recommend you contract for a May 1 delivery date, with a penalty clause for late delivery.

**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 the most accurate sizes possible. Design a system to track the incoming orders and create totals for each size and component. If your class website provides for online registration, make sure that the system is set up to track orders and provide total amounts by component and size to be used in ordering from vendors. Confirm with your vendor the date for placing your initial order and the final date that orders can be adjusted/increased.

**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. The second is a specific order approach: existing orders are used to estimate totals, but costumes are distributed based on the specific order received from the classmate. All the components will then be packaged together with the classmate’s name and distributed at registration. When more expensive pieces are involved (such as jackets), the specific order approach is strongly recommended. Keep in mind that a well-organized Student Crew can disseminate the costumes in a relatively short time frame.
2.10 Entertainment

2.10.1 The Job

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

1. Identify and book bands/DJs/orchestras for evening dancing. Popular bands are often booked a year or more in advance.

2. Submit all entertainment contracts to the Office of Alumni Affairs for review and approval by the University.

3. Book student singing groups and get signed contracts (coordinate with Program Chair).

4. Arrange for children’s entertainment, if applicable (coordinate with Children’s Program Chair).

5. Think creatively - background music, a class talent show, comedians, dance contests, Karaoke, etc.

6. Serve as liaison for entertainment groups at Reunions - food, set-up, lounge and changing rooms, payment, etc.

2.10.2 Related Information

Sharing bands. There are a couple of ways to share a band with another major reunion: first, you could share the cost of the band performing on the same night; second, you could use the same band on alternate nights, which often reduces the cost to each class. In addition, 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.

Student Singing/Entertainment Groups. Student singing groups are often hired by major and satellite reunions to perform at various times throughout the weekend. Contracts must 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. The minimum contract that will qualify a singing/entertainment group to remain for Reunions is $200/performance.

Contracts. All bands, including alumni bands and garage bands, must sign contracts in order to gain access to campus. Please consult the University’s vendor guidelines for detailed information regarding entertainment contracts and riders. All contracts must be reviewed and approved by the University before signing; we strongly suggest you use the Contract Entertainment Agreement Form and addenda available in Volunteer Resources. These forms will expedite the University’s review and approval. Recently, bands have been inserting more and more clauses into their contracts. In keeping with Risk Management and University policy, however, some of these terms cannot be met and will be removed.
from contracts. For example, bands may not be given access to Reunions except to perform, and therefore a contract cannot stipulate that wristbands be given to band members, their crew, or their friends. In addition, contracts may not include stipulations that the performers or their crew be given any 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 as part of your housing allocation, 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 to the Office of Alumni Affairs for use by major reunions that have a shortfall. (See the Housing section for further information.)

**Paying performers.** Generally, bands are paid a share of their fee after contracts are signed, and the remainder upon completion of their performance. If housing or other expenses are a consideration for your entertainment group, it may be easier to add additional funding for housing into bands’ payments than to book housing and make other arrangements for them. No contracts should be signed until approved by the University, and no payments made until contracts are signed by all parties.

**Noise Permits.** The Office of Alumni Affairs takes care of the application process on behalf of the classes and APGA for noise permits from the Princeton municipal government. All bands must stop playing by 2:00 AM.

2.11 **FINANCE**

2.11.1 **The Job**

The class is financially responsible for most costs related to its reunion. 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/or any available funds from past reunions.

2. Work with members of the reunion committee to prepare a budget. The Office of Alumni Affairs has several tools to help you create your budget, including financial data from previous reunions. It is also a good idea to review past financial reports, and talk with reunion planners from previous classes to help estimate expenses and revenues.

3. Establish a cash flow and payments calendar. Many classes build reserves by soliciting classmates for early payment of fees and investing in interest bearing 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 with your Class President and Annual Giving Class Agent. **Note that 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 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 Alumni Affairs 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 Reunions Financial Report after Reunions and submit it to the University for tax purposes by August 15th. **The University will prepare the necessary tax forms but must have your information by August 15th.** The Office of Alumni Affairs can help answer your questions and provide you with previous financial report forms.

2.11.2 **Related Information**

**Class Treasurer.** Your class treasurer may be able to provide you with financial advice, tax exempt information and certificates, and even a temporary loan from the class fund. Note that all loans from the class MUST be repaid by the end of the fiscal year (June 30).

Please note that while the reunion may, and often does, donate money to the class, the class, which is tax exempt, **may not** donate money to the reunion, which is **not** tax exempt.

**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 conservative break-even attendance figure for your budget. 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. 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 carried over from prior Reunions. If your Reunion runs at a surplus, consider keeping the balance in the Reunions account as a cushion for future reunions. Surplus reunion funds moved to a class account may not be used for future reunions. However, class funds may be used to fund endeavors benefitting all classmates, such as the publication of a yearbook that is sent to every class member.
**Previous Financial Reports.** The Office of Alumni Affairs has copies of budgets from previous financial reports from major reunions, as well as extensive attendance information and a budgeting tool. 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 Alumni Affairs. Check early whether your class has a sales tax exemption certificate on file as it takes 6-8 weeks to process.

**Student Crew finances.** You should plan to budget for student t-shirts and meals, headquarters golf cart rentals, and base pay and bonuses. The pay scale for the Student Crew is set by the University and can be found in the Student Crew Payroll Guidelines document, which is available on the Reunions Volunteers web site. More detailed information can be found in the Student Crew section of this handbook.

**Financial assistance to classmates.** Classes have discretion as to what kind of financial assistance they would like to offer classmates and how it is financed (because of legal considerations, we recommend you avoid the term “scholarship”). Some classes have a special fund or class benefactor(s) for this, while others allow some surplus in the reunion budget to cover it.

**Credit card acceptance and merchant services.** Using PayPal or similar credit card payment processing services for advanced payments and on-site registration is becoming standard practice. Because technology is constantly changing, it is a good idea to consult with recent majors and coordinate with the Registration and Technology Chairs on this issue. We encourage all classes to review Payment Card Industry Data Security Standard (PCI-DSS) requirements and process credit and debit card transactions in accordance with these rules, established by the payment card industry (PCI).

### 2.12 Food

#### 2.12.1 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 either a “grab & go” breakfast or off-Headquarters site brunch on Sunday morning. The Food Chair should:

1. Coordinate with Reunion, Headquarters, Beverage and other Chairs to select sites for meals and receptions. Off-Headquarters venues must be requested using the Office of Alumni Affairs online form in the early fall.

2. Develop menus, meal policy and budget and advise the Finance Chair to help determine the class fee structure. Things 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)

- meal arrangements for crew members, entertainers and security personnel
- meal arrangements for satellite classes, if any
- an estimate of numbers expected at meals
- pricing policy - what meals and prices to include in the base 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) informed of meal attendance estimates right up to Reunions weekend by using and monitoring a meal ticket system during Reunions. Monitor distribution of meal tickets to pre-registrants and sales to walk-ins. Campus Dining, if you choose to work with them, will 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 related to your reunion theme. You need to decide with the Reunion and Finance Chairs whether decorations are a separate budget item or included in the food budget.

2.12.2 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 have special dietary needs. Keep in mind that it is easy to overestimate attendance for Friday and Saturday breakfasts. Campus Dining keeps past meal attendance by major reunion for reference.

Meal tickets. If you plan to use meal tickets, complete the online Meal Site form, provided by Alumni Mailing Services. 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. In addition, the University provides meal stickers to affix to Reunions wristbands at registration to indicate that an attendee has purchased all meals for the weekend. This is helpful when meal tickets are misplaced or forgotten by alumni or guests at a meal.
Special meal tickets for Frist. Campus Dining can make special meal tickets available to your reunion. These can be used at the Gallery in the Frist Campus Center for Student Crew members during reunion set-up, and for teenaged children of alumni. During Reunions, the crew usually eats at the Headquarters site.

2.12.3 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 Alumni Affairs. Major reunions should complete the online request form in the late summer, and site assignments are usually made in the early fall. Maximum seating capacities are listed on the form. Note that if you are planning a full Sunday brunch, it must be located off-Headquarters site (preferably in a dining hall), and guests must vacate their rooms before breakfast.

Once a site has been confirmed, the Food Chair should work directly with Campus Dining or an outside caterer on menus. The Food Chair should coordinate with the Beverage Chair on beverage choices during meals. 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.

2.12.4 Princeton University Campus Dining

Campus Dining makes available a Reunions packet, along with sample menus, on the web at http://www.princeton.edu/us/dining/catering/reunions/. The packet includes Campus Dining policies, planning dates, guaranteed billing, tickets, etc. If you elect to use Campus Dining, you should contact them as soon as possible after the prior year’s Reunions to discuss menus and costs. Campus Dining provides all food and labor for preparation and presentation. You will, however, need your own Student Crew to serve alcoholic beverages and oversee the event and meal count.

2.12.5 Outside Caterers

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

1. Caterers must be approved by the University.

2. Caterers must supply their own service ware, tableware, cooking equipment, food, and related needs.

2. 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.
4. Caterers are not permitted to use Campus Dining kitchens, Residential College dining halls, lounges, adjacent corridors or cashier spaces for preparing or serving food, or as an access route. Campus Dining locations are indicated in site descriptions.

6. Reunions must provide Office of Risk Management with insurance verification and a copy of the local health license for each outside caterer no later than April 1st.

2.13 HEADQUARTERS

2.13.1 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. Specifically, the Chair should:

1. Work with the committee to determine layout needs and ideas. Arrange Headquarters layout with University Grounds and Building 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.

2. Arrange for Headquarters equipment rental and/or purchases, including sound system, decorations and display screens.

4. Work with Reunion Chair(s) and University Public Safety to establish security needs. 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 Student Crew section). 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.)
   - organizing collection of keys and linen
   - returning Office of Alumni Affairs 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
2.13.2 Related Information

Headquarters site determination. Sites are determined each year by members of the On-Campus Committee on Reunions, based on compatibility (size vs. attendance), security, and housing considerations.

Most sites do not include use of interior space, with the exception of Forbes College. 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 Building Maintenance will provide you with a suggested layout. Keep in mind the following:

- Standard components of the site 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. Bars serving alcohol will be secured with mesh fencing to provide a path for entrance and exit, and a partitioned area behind the bar open only to 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 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 Alumni Affairs. The Office of Alumni Affairs aims to assign possible Headquarters room(s) (which can serve as storage room(s)) 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).

Equipment. The Grounds and Building Maintenance Department makes available a document on Carpentry and Electrical Requirements, with information regarding platforms, electrical equipment, and other site preparation provisions.

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

In addition to the standard table, chair and bar orders, you may 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.
- **Signs.** The Office of Alumni Affairs provides a variety of standard signs for your Headquarters. However, you may wish to have additional signs with your reunion logo.
- **Bottle openers, can openers corkscrews & bottle racks.** Coordinate with your Beverage Chair to determine which, if any, you need.
- **Trash cans & recycling containers.** Building Services makes these available, but you may wish to request extra.
- **Sign-in/message boards.**
- **Cash boxes.**
- **Chains and locks for kegs.**
- **Weatherproofing items.** Plan 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. If an emergency occurs, **dial Public Safety at 609-258-3332. 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.

**Sound equipment.** Most reunions rent a sound system for their Headquarters. This is used for making announcements, playing music during the day, paging parents of lost children, and making speeches at meals (you are required to have a sound system for the President’s visit to your reunion.) See the Suppliers List for a list of University-approved sound vendors.

**Golf carts.** The Transportation Chair will arrange to rent up to three Headquarters golf carts. These may only be driven by Student Crew members who are certified by the University to drive them. Golf carts are considered motor vehicles and may not be parked inside of Headquarters sites. If Student Crew members need to park closer to make heavy deliveries, they may do so, but then must park the cart outside of the site.

2.13.3 **Security**

Your Student Crew is responsible for the security of the tents and equipment at your site throughout Reunions week and weekend. The following guidelines will also apply:

**Protecting checks and cash.** Fees and other reunion charges should be collected at a central registration point that is continuously staffed during registration hours. If needed, you can store your cash in a Public Safety Office lockbox after hours. The lockbox will be released only to pre-designated, authorized class representatives. Call Public Safety for an escort when transporting the monies.

**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, day or night. Make sure some Student Crew members stay at your site during the P-rade for security.
Handling disturbances. No member of the class, 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 Alumni Affairs staff provides a wristband for each registered alumnus/a, guest and child at all major reunion registration sites. The wristband workers employed and paid by the Office of Alumni Affairs are responsible for the security of the wristbands at your site.

2.14 HOUSING

2.14.1 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 facilities at area educational institutions and conference centers. 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, Student 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 acceptance and payment for the beds by the satellite class. 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 are finalized during the fall before Reunions. The Office of Alumni Affairs assigns the beds by the first week in April and payment for beds is due by the second week in May.

2. Linen and keycard distribution: Linens are included in the fee for each bed. The linen packages should be distributed to your registration tent along with the room keycards. The linen packages consist of two flat sheets, one pillow case, one lightweight blanket, and two towels. Each bed also comes with a “disposable” pillow. On Sunday morning, please urge your classmates either to return pillows to the crew for donations to a local rescue mission or take them home. Keycards will have a sleeve with instructions and will be placed in an envelope clearly marked with the dorm and room number. The dorm/room will not be identified on the keycard but there will be a number on the card that will correspond with the dorm/room and this information will be made available to the Student Crew.

3. Pledge card system. In lieu of deposits, the University employs a pledge card system for linens and keycards. The University will provide ample pledge cards for your reunion, and each person receiving housing must complete one pledge card per bed assignment. When departing campus, alumni are encouraged to check out with the Student Crew to return their linens and keycards. On Sunday, the Student Crew will make note of the linen and keycard returns. Based on the keycards not returned, the crew should search those rooms for any remaining linens and
keycards. Although the Reunions keycards are similar to hotel disposable keycards, the Reunions keycards cost the University $5 per keycard and can be reprogrammed and used the following year.

4. 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 on-site registration. Housing information you should track includes classmate’s name, guest(s) name(s), on- or off-campus housing preference (and special requests), arrival and departure time, payments and remaining balance.

5. Supervise Student Crew’s processing of housing (keycards, linens, etc.) for dorm rooms and possibly for off-campus dorms. Make sure that they collect any unpaid balances before they provide keycards and linens.

6. 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, which should be done significantly in advance of Reunions. While the Class may negotiate rates, it is not responsible for financing deposits or payments to hotels. Other off-site locations that are often used include Westminster Choir College, the Princeton Theological Seminary and Rider University in Lawrenceville.

7. Make satellite dormitory bed assignments and collect bed payments. Satellites reserve limited numbers of beds through the Satellite Chair. 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.

8. Distribute the area hotel list, also available on the Office of Alumni Affairs Reunions website. The Office of Alumni Affairs coordinates a bus system between the University and Route 1 hotels. Work with your Transportation Chair to ensure that the Route 1 bus schedules are provided to classmates.

2.14.2 Related Information

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 brunch. 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 Alumni Affairs if you have classmates needing special accommodations. In addition, the Office of Alumni Affairs and the Center for Jewish Life encourage 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, since they may not carry keycards during this time, they may be provided traditional keys instead.
2.15 **Memorial Service**

2.15.1 *The Job*

The Memorial Service Chair is responsible for coordinating the class memorial service. This may 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 since the previous major reunion.
3. Schedule the service during available times of University sites in conjunction with the Program Chair.
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. The Class Associates Chair may be able to help.

2.15.2 *Related Information*

**Sites.** While the University Chapel is the traditional site, classes have used the Murray Dodge West Room, Chancellor Green Rotunda, Richardson Auditorium, halls at the Graduate College, as well as 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. All sites except for the University Chapel may be reserved through the Office of Alumni Affairs.

**Program ideas.** A traditional service usually includes music, readings and a reading of the names of the deceased class members, prepared and shared by members of the Class. Younger classes may choose to read the *P*AW memorials for their deceased classmates. Sample programs are available through the Office of Alumni Affairs and the Dean of the Chapel.

2.16 **P-ra-de**

2.16.1 *The Job*

The job of the P-ra-de chair is to arrange for and manage the class P-ra-de formation. The job responsibilities are to:

1. Hire one or more marching bands and direct them on Reunions Saturday.
2. Arrange for classmates to help keep order in place and lead cheers until the class falls into line.
3. Arrange for floats/vehicles for your P-ra-de entry.
4. Inspire and coordinate the production of posters and signs for people to carry in the P-ra-de.
5. Coordinate with the Costume Chair on costume accessories and P-ra-de giveaways.
6. Arrange for pick-up of the Class Banner between noon and 2:00 p.m. on the Saturday of Reunions, as well as up to four banner carriers
7. Provide information on P-ra-de golf cart rentals to your classmates.
8. Prepare notes for P-ra-de narration by May 20th.
2.16.2 Related Information

Weather. While the P-rade generally goes on whether rain or shine, wet conditions can dampen the situation. In the case of thunder and lightning, Public Safety will delay the start of the P-rade and in rare instances the P-rade could be cancelled due to 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 of wet weather, floats and golf carts may have to be diverted past Bloomberg Arch to avoid soggy conditions on Poe Field.

Organization. Each class has an assigned area to assemble along the P-rade route. While a P-rade Marshal will direct your class to join the P-rade; the P-rade Chair and appointed classmates should be available to assist with the directions. Participants are asked to keep moving and avoid leaving gaps between groups/rows of people.

Marching order. 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. 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, and classmates follow the golf carts. If there are two or more bands, the additional band should march in the middle of the class.

Band performances. Musical entertainment helps keep the class moving and adds immeasurably to the fun and collective enjoyment. A list of bands is included in the Suppliers List available on the Reunions Volunteers website. Submit band contracts and liability insurance to the Office of Alumni Affairs for review. Confirm transportation arrangements and parking instructions (see the Office of Alumni Affairs P-rade Marching Band memo available on the Reunions Volunteers website). If band lunches are to be paid for by the class, coordinate numbers and menu with your Food Chair. Please take care that your band understands that stopping during the P-rade 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.

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/entertainment, floats/signs, costume and formation.

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

Give-a-ways. Some classes distribute candy or small toys to spectators along the route. Walkers (not float drivers and passengers) may distribute these items as long as they do not slow down the P-rade.

Creative touches. The P-rade is your class’s representation of itself to the rest of the University community. There are a number of ways to creatively express your character:

- Theme. You can continue your Reunion theme with the choice of bands, floats, etc.
Costume. The costume is designed, in part, to identify the class as a unit in the P-rade. Consider the extra touches, such as hats, tiger tails, umbrellas, canes, totes and other accessories.

Floats. A float application for each float/vehicle must be submitted to the Office of Alumni Affairs (the application is available on the Reunions Volunteers website), and floats and vehicles must adhere to the University guidelines and require proof of insurance to be filed with Risk Management.

Banners. The 49th and younger banners should be picked up at Blair Arch. For 50th and older classes, the banners are kept at Maclean House prior to the P-rade and student banner carriers are assigned. All banners are collected at the end of the P-rade on Poe Field by the Building Services crew at their banner truck.

Posters and placards. Many classes carry theme-related posters or creative placards.

Children/Strollers. For younger classes with many children, you may want to consider having all the parents with strollers at the front of the class as strollers in the middle tend to cause large gaps in the P-rade.

2.16.3 P-rade Golf Carts

Alumni must order P-rade golf carts directly from the University. Carts may be used over the three days or ordered just for use in the P-rade. All golf cart drivers must possess a valid U.S. driver’s license. 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 their carts until they are returned to the vendor, including any damage, extra rental or replacement if stolen. Cautious driving of golf carts is of the utmost importance as all areas of the campus are crowded with participants and spectators.

P-rade golf carts rented by individual classmates will be available on front campus prior to the start of the P-rade. Carts will be arranged in class order, and fed into the line of march between Nassau Hall and Stanhope Hall. Alumni with three-day golf cart rentals may drive their carts in the P-rade as long as they are staged on front campus **no later than 12:00 Noon** on Saturday. Classes may also use their Headquarters carts in the P-rade provided they are staged on front campus **no later than 12:30 PM** on Saturday. As is the case for the rest of the weekend, Headquarters carts being used in the P-rade must only be driven by golf cart-certified Student Crew members. **All carts used in the P-rade must be checked in with the Golf Cart Team and staged in the cart staging location. None will be allowed to wait along other areas of the P-rade route.**

All golf carts may enter the Poe-Pardee Field finale area with the P-rade and pass by the reviewing stand (unless there is inclement weather). P-rade golf cart rentals should be returned to the Golf Cart Team. Shuttles and golf cart rides will be available to transport alumni back to Headquarters.
2.17 PROGRAM

2.17.1 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 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 for the weekend.
3. Arrange for the class picture, working with the Office of Alumni Affairs 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 at alternate times.
5. Complete the Campus Reservation Form provided by the Office of Alumni Affairs to secure any needed space for events.
6. With your Publicity/Promotion Chair, publicize your class program in class correspondence, before and during Reunions.
7. Refer to the prior Reunions Schedule of Open Events to have an idea of the general programming available over the weekend.

2.17.2 Related Information

Athletic events. Classes may choose to coordinate sporting events throughout the weekend, and the Office of Alumni Affairs can help you reserve a field or facility. In addition, general information on use of athletic facilities is published in the Schedule of Open Events.

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 Alumni Affairs initiates these plans, and the scheduled Presidential visit time for your class will be made available to the Class President and Reunion Chair in early April.

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. The majority of University student groups and academic departments plan activities during Reunions that are open to all returning alumni. These events and gatherings will be published in the Reunions Schedule of Open Events and available online in early May.
2.18 Publicity/Promotion

2.18.1 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 and promotional pitch to boost attendance. Coordinate with Artwork Chair to design a logo for class letterhead, website, PAW Class Notes, t-shirts, ties, etc.

2. 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, Reunion Chair, Class Secretary, Class 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, is the cheapest way to reach a large number of classmates.
   ▪ Internet. Make use of or create a class/reunion website to provide up-to-the-minute information.
   ▪ Class mailings. Consider sending at least one paper mailing, to include information on registration, housing, program, children's activities and care, and list of registered attendees.
   ▪ Individual outreach. 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.
   ▪ Facebook and other social media.

2.18.2 Related Information

Alumni Mailing Services. Alumni Mailing Services, a part of the Office of Alumni Affairs, 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, 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 Alumni Affairs.

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.

**Phonathons.** Occasionally, a class will conduct a group phonathon at the University. Phonathons can be particularly helpful as a reminder to classmates around a particular deadline, such as costume ordering. Your reunion committee and/or Student Crew can make calls, but note that if you use your Student Crew members for this they must be paid on an hourly basis.

**PAW Class Notes.** *PAW* Class Notes are a fabulous way to publicize Reunion plans. Be sure to work with your Class Secretary to include the reunion logo in *PAW* notes for the entire year. Keep your Class Secretary posted on details that will entice people to register. Contact the *PAW* if you wish to buy advertising space.

**TigerNet Volunteer Services.** Reunion Chairs can use TigerNet Administrative tools to send broadcast e-mails and run constituent reports.

**Cost Savings Considerations.** You can save money by including your first reunions mailing with the President’s letter in August/September. However, you must have finalized your logo and artwork, and have your reunion letterhead and envelopes printed prior to August. Alumni Mailing Services will need to have all materials by **August 1** for this mailing.

## 2.19 Registration

### 2.19.1 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. Before the first class mailing, coordinate with Finance and Reunion Chairs to determine registration fees, deadlines and incentives.
2. Work with committee and Reunion Chairs to develop registration forms that obtain the necessary information.
3. Receive and track registrations, provide update reports, and reconcile payments.
4. Develop an onsite check-in and registration system and monitor its implementation by the Student Crew.
5. After Reunions, provide comprehensive registration numbers to the Finance Chair for the Reunions Financial Report.

### 2.19.2 Related Information

**Registration fees.** The Registration Chair should work with the Finance Chair to determine a schedule of registration fees and deadlines. Many classes offer incentives to register early with an early bird fee, as well as regular and onsite fee prices. Consider inputs from Housing, Costume and Food Chairs on deadlines for commitments to vendors when setting your schedule. You will also need to determine
your policies for Saturday-only fees, fees for spouses, children and guests, classmate assistance and refunds.

**Registration information.** Coordinate with your Technology Chair for online registration (most classes use online registration). Coordinate with your committee to ensure that you are collecting the necessary information. Classes in the past have included: classmate’s name, guest’s name, names and ages of children, contact information (including a cell phone), on- or off-campus housing, arrival and departure time, meals attending and special needs (e.g. Kosher, allergies, etc), costume items and sizes ordered, class photo orders, interest in special events, fee payment(s) made and balance due. Some classes provide opportunities for classmates to donate to an assistance fund (see Financial Chair section for more information). Coordinate with Finance Chair to ensure you have a process in place to collect credit card and check payments.

**Registration reports.** Provide periodic updates to your Reunion Chair and committee members with head counts, items ordered, food preferences, amounts due and registered classmate reports. Work with the Finance Chair to reconcile any differences in amounts owed and amounts collected (best done monthly). In the spring, update the Office of Alumni Affairs with the number of registrations received by March 15, April 15 and May 15 for alumni and guests/children (over/under 21). After Reunions, submit full registration and attendance numbers (early, late, on-site, no-show) to the Finance Chair for submission on the Reunions Financial Report.

**Wristbands.** The Office of Alumni Affairs staff provides a wristband for each registered alumnus/a, guest and child at all major reunion registration sites. Wristband workers are employed and paid by the University. Only registered participants and their guests are given wristbands, and they are distributed only during registration hours.

**Standard registration hours.** All major reunions have the same registration hours which your Student Crew **must** honor. These are the **ONLY** hours in which wristbanders will be on site to distribute wristbands. You may not hold registration off-site. 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.** The registration tent is an integral part of your reunion, as it will provide the initial welcome and check-in for classmates. Each reunion has its own specific requirements and needs, and each has a different physical layout for check-in, but there are commonalities among all reunions.

The standard procedure at check-in addresses the following:
- Registration (pre-registered and on-site registrants)
- Wristbands
- Costumes
- Housing/linens/keycards
- Children’s activities
Class Ledger

The check-in area should be designed in a series of stations to facilitate a quick flow of traffic, keeping in mind that all facets of registration (housing/linens and children’s programs, for example) are not applicable to everyone. Each area should be marked with a sign, and there should be as much space as possible between the stations. Be sure classmates sign the Class Ledger as part of the registration process.

Satellite class registration. Satellite classes of the 5th – 40th will register at a centralized wristbanding location. For the 45th – 60th, no payments should be collected from members of satellites, other than fees for additional adult guests beyond the first ($100 per adult guest, payable to the major reunion) or charges for a la carte meals. A binder with lists of the classmates for each of your satellite classes is provided by the Office of Alumni Affairs. This binder 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.

The major reunion may not collect satellite 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 in advance. Satellite classmates may have pre-registered for housing and 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 payments. Consult with the Finance Chair regarding merchant services arrangements for on-site payments. When selecting a payment process, check with the Office of Alumni Affairs to make sure it is University and PCI compliant.

2.20 SATELLITES

2.20.1 The Job

The job of the Satellites Chair is to act as liaison between the reunion committee and your reunion satellite classes. This includes the following:

1. Obtain contact information for your satellite class officers from the Office of Alumni Affairs.
2. In conjunction with the Housing Chair, communicate the number of on-campus beds allotted to the satellites and the deadline for payment to the major reunion. 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 (excluding the first reunion). Satellite classes are to be charged the University bed fee.
3. Contact the satellite class officers 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.
4. Determine with committee members if you will offer a la carte meal options to satellite classes. Communicate housing and food (if applicable) payment procedures and deadlines to the satellite classes in writing.
5. Communicate information about your registration procedures to the satellites.
6. Communicate program information of interest to the satellites.

2.20.2 Related Information

Fees and Payments. The University Satellite Policy is available for reference on the Volunteer Resources section of the Office of Alumni Affairs website. The policy includes information about the 5th satellite classes registering in advance of Reunions. Per this policy, there is no advance registration for 10th-65th satellite class members. These satellite class members may bring one adult guest (age 21 and older) and minor children or grandchildren for free. In addition, 10th-65th satellite class members may register additional adult guests (including children/grandchildren over age 21) for $100 per person, payable to the major reunion. Fees may be charged for any negotiated add-on, such as an a la carte meal. 5th – 65th satellite class members should be charged for campus beds at the same rate the major reunion classmates are paying. Finally, major reunions are not permitted to collect dues money or other fees on behalf of satellite classes.

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 are less likely to invite satellites to 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 tent).

Housing. Each major reunion is required to reserve some on-campus beds for their satellite classes (see Housing). Once the satellite classes commit to their allotment of beds, communicate a housing fee payment deadline no later than early April.

Registration. In March, the Office of Alumni Affairs will share relevant details regarding registration and wristbanding for your satellite classes. If a satellite class has a sign-in ledger, it should be displayed at your registration area. These books are important historical records and should be treated with care.

2.21 Student Crew

2.21.1 The Job

The job of the Student Crew Chair is to hire and manage the Student Crew, in conjunction with the Reunion Chair(s). Important elements:

1. Identify and interview several candidates for the job of Student Crew Manager. The Office of Alumni Affairs is happy to offer recommendations of successful past Crew members.
2. Assist Crew Manager(s) in hiring the balance of the Crew.
3. Define the job for the Crew. A written job description and list of tasks and expectations can be very helpful on-site.
4. Review the University-required pay rates for the Crew Manager(s) and members and communicate with the Finance Chair regarding your budget. See the Payroll Guidelines available on the Office of Alumni Affairs website in the section related to Student Crew under Volunteer Resources.

5. Coordinate food and attire for the Crew.

6. Manage the Crew, as necessary, during Reunions (your Crew Manager has much of the responsibility here).

7. Define the process for tracking authorized Crew expenses (petty cash, receipts, etc.).

8. Determine the individual bonus amounts for your Crew members, with input from the Student Crew Manager and members of the reunion committee.

2.21.2 Related Information

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. Also, be mindful that a variety of tasks must be accomplished from the heavy lifting of chairs and tables to keeping track of registrations, organizing and handing out costumes and collecting and accounting for receipts. All Student Crew Managers must have prior Crew experience. Look for a demonstrated ability to manage a team and a willingness to provide enthusiastic service when interviewing candidates. Consider hiring graduate students for your Crew, as they do not require additional housing. In contrast, seniors are precluded from Crew employment because of their extensive Reunions and Commencement commitments, and the inability of the University’s payroll system to process a bonus payment once they have graduated.

Interviews. The Office of Alumni Affairs advocates that you interview Crew candidates with your Student Crew Manager(s). Maclean House is available on weekdays, and you may also consider using the Frist Campus Center.

Determine the structure of the Crew. Decide the leadership structure (one Manager and one Assistant Manager, two Co-Managers, etc.), number of members and scope of Crew duties early in your planning. 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, but you will need to determine bonus qualifications after Reunions.

Crew Schedule. Though the Crew Manager will assign specific tasks to each Crew member throughout the weekend, it is important that more than one Crew member be trained for each job. The Crew Manager should set a schedule for each Crew member, to be sure each has official breaks and rest times and that all stations are staffed appropriately as needed (especially busy Saturday and Sunday mornings).

Housing. Your Student Crew will be provided campus beds out of the allotment for your reunion. The Housing Department assigns all Student Crew rooms, located within your Headquarters site when possible. A list of room assignments will be provided to the Housing Chair prior to Reunions.
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 several shirts for the whole week/end). Unique hats and name buttons can be a help in identifying Crew members quickly. 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.

Food. The Crew begins their work for your reunion on Monday or Tuesday of reunion week. You will need to determine how you will feed them. You may choose to order food to be delivered at the site at mealtimes, or give Crew members a per diem. Campus Dining can also help by providing your reunion with vouchers for the Frist Campus Center. Once the Reunions start, remember to factor the Crew into meal counts if they will be eating with the class.

Communication. It is important that you communicate with your Crew Manager regularly during Reunions. Some classes coordinate daily meetings with the Crew Manager (early in the morning and late evening, for example) to discuss logistics and any issues, and provide a daily agenda or playbook to help organize the Crew’s efforts and responsibilities. Consider using a group messaging service (GroupMe, for example) to communicate quickly and effectively with your entire Crew.

Wristbands. Your Student Crew will be provided wristbands by the Office of Alumni Affairs during Reunions week. 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, and therefore should not be assigned to do work that is the responsibility of the members of the reunion committee. Other than attendance at an Office of Alumni Affairs 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 Alumni Affairs if you wish 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 the registration tent, where people can read it while waiting to register.

2.21.3 Student Crew Finance

Compensation details. The University Student Payroll Office will handle both Worker’s Compensation and W-2 forms. The pay scale for the Student Crew members is set by the University each year. The Student Crew Payroll Guidelines are available on the Office of Alumni Affairs website. It is the responsibility of the Student Crew Manager to submit the Crew roster to the Office of Alumni Affairs by February 1. The reunion must submit a check to the Office of Alumni Affairs for the total Crew base salary by May 1. The Office of Alumni Affairs will process bonus payments as soon as the amounts are received and payment is collected. Salary and bonus payments will be processed electronically according to the University payroll schedule.
**Operating Expenses.** The Crew Manager may need petty cash or a credit card to purchase last minute necessities, rental vehicles, and Crew meals. Coordinate with the Finance Chair to determine the money management process in advance of Reunions.

### 2.22 TECHNOLOGY

#### 2.22.1 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 website, if none exists, or develop reunion web pages to be linked to the class website (or provide information to the class webmaster). Update the website with current reunion information, including program and registered classmates.
2. Assist the Publicity/Promotion Chair to promote the reunion via the website, email and social media.
3. Develop an online registration form on a secure site.
4. 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.).
5. Assist the Yearbook Chair in distributing and obtaining class information forms and surveys electronically.

#### 2.22.2 Related Information

**Website.** Your website 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, children’s activities, class community service project, and detailed information about costume sizes, transportation, campus shuttles, the hotel 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. If you wish to include a list of registered classmates, this information must be behind a firewall.

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

- Websites with information on reunion plans, registration, housing and costume order forms
- Online registration payment
- Class directory and surveys
- E-mail
- Discussion groups
- 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
Coordination with Yearbook. The Technology Chair can work with the Yearbook Chair to design online forms that are easy to copy, edit and submit. Electronic submission of Yearbook entries greatly facilitates the preparation and compilation of the Yearbook.

Coordination with Publicity/Promotion. For those classmates you cannot reach via email, consider sending one reunion notification via paper (i.e., a postcard directing classmates to their website for detailed reunions information and registration).

2.23 Theme

2.23.1 The Job

The responsibility of the Theme Chair(s) is to develop the theme for the entire reunion. The theme is generally considered the slogan that characterizes the reunion and the logo that complements it. It may also be integrated in costume fabric design. The basic responsibilities are:

1. Come up with the reunion theme, soliciting ideas from committee members and possibly the class
2. Submit idea(s) for approval by the Office of Alumni Affairs
3. Provide ideas for a logo capturing the essence of the theme, in conjunction with the Artwork Chair and the Costume Chair
4. Work with the Artwork Chair to create usable art for the logo and other designs
5. Suggest ideas of how to weave the theme into reunion plans

2.23.2 Related Information

Approaches to creating a theme. There are a number of approaches to creating a theme. Some classes ask for class input on their class website, at class events (off-year reunions) and in mailings (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, Tentucky Derby), Princeton nostalgia (Nassau 500), current events (Olympics, Year of the Tiger), or anything of significance to the class.

Past interesting/integrated themes. The Office of Alumni Affairs maintains a list of past themes as well as costumes and logos.

Class themes spanning many reunions. Some classes have adopted a theme that resonates so well with classmates that it becomes the underlying theme for several 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.

Integrating the theme. In addition to the costume and logo, there are a lot of ways to integrate your theme into your reunion planning. After the theme has been chosen you may want to have a
brainstorming call or an email exchange with the committee to generate ideas. This list can be revisited later as your budget and plans firm up. Examples include:

- **P-rade**: Class of 2006 led a flash mob “Thriller” dance performance during the P-rade for their “Six Feet Under” theme
- **Headquarters**: Class of 1987 utilized their two courtyards to have a quiet lounge and a party central for the yin and yang of their “Zen and Now” 25th Reunion
- **Food**: Class of 2002’s Crew played stadium vendor to give out hot dogs, popcorn and Cracker Jacks for their baseball-themed “Top of the Tenth”
- **Publicity**: Class of 1961 generated interest for their “Golden Oldies” 50th by producing a short video with nostalgic music and photos from their time as students
- **Activities**: Class of 1997 hosted an Olympic Field Day for all the young tigers in attendance to celebrate their “Let the Games Begin” reunion

### 2.24 Transportation

#### 2.24.1 The Job

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

1. Rent vans (or even trucks or U-Hauls) to be used during Reunions week (coordinate with Headquarters, P-rade and Costume Chairs). In addition to shuttling alumni, vehicles may be needed for running errands off 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, or shuttle classmates to the P-rade golf cart staging area.
3. Coordinate with the Office of Alumni Affairs and your Housing Chair on the hotel shuttle program. The Office of Alumni Affairs coordinates shuttles between campuses and some of the surrounding hotels. The Office of Alumni Affairs 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 general Reunions website.

#### 2.24.2 Related Information

**University certification for van driving.** Information about the University van certification process can be obtained from the Department of Public Safety website. 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 driver must possess a current, valid US or Canadian driver’s license and complete the University’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.


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When renting cars and vans, we recommend that 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.

**Headquarters golf carts.** Each major reunion rents golf carts to be used during Reunions by the Student Crew through the Office of Alumni Affairs online registration. 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 may be driven *only* by Crew members who have completed Risk Management’s golf cart certification. Reunion committee members are not permitted to drive them. Headquarters carts are equipped with lights, as they are often needed after dark.

Golf carts are considered motor vehicles and may not be parked inside of Headquarters sites. If Crew members need to park closer to make heavy deliveries, they may do so, but then must park and lock the cart outside of the site. You should also determine a safe and secure location to park the vehicles at night, and each Headquarters cart will be secured with an additional lock by the University’s Golf Cart Crew at night’s end.

**Personal golf cart rentals.** Alumni may choose to rent three day or P-rade only golf carts. A link to the online golf cart order form will be sent to the Reunion Chairs in February by the Office of Alumni Affairs. Three day rentals may be used in the P-rade. 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 be ordered only by those with genuine need. The University provides a lock and chain for rented carts, and all carts should be secured with these locks when not in use.

Princeton University will provide liability coverage for all golf cart rentals. This means that bodily injury and/or property damage to third parties will be insured by Princeton University. An individual renter however, assumes full responsibility for his/her 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 when placing cart orders.

**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. All golf cart drivers must possess a valid driver’s license, and students driving carts must have completed the University’s golf cart certification process.

Carts should be locked with chains when not in use. 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.

**Access to campus.** All entrances to the University will be closed to vehicles during Reunions. See the Headquarters Map with parking instructions available on the Office of Alumni Affairs general Reunions.
website. Each major reunion is provided with two access passes that enable vehicles to enter campus. These passes are used primarily for deliveries, and should be picked up by the Student Crew Manager the Tuesday of Reunions week at Transportation and Parking Services. Vendors do not require access passes, but the Reunion Chair will submit a list of vendors that require vehicular access to the campus during Reunions (caterers, entertainers, etc.) in the Logistics Confirmation form (due May 1st) and Public Safety will use 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 vehicles to a designated parking lot, generally Lot # 32 or Lot #21. Entertainers and vendors will not be permitted to enter or exit the campus between 11:30 AM and 5:00 PM on P-rade Saturday.

Classmates may contact you for accessible parking information. The University reserves certain areas for cars with handicapped tags or decals. Should a classmate need to make special drop-off/pick-up arrangements, he/she may contact the Office of Transportation and Parking Services.

**Recreation Vehicles.** Alumni must obtain prior approval from the Office of Transportation and Parking Services to park their RVs at West Windsor Fields, as there are limited spaces. There are no electricity or water hook-ups, so all vehicles must be self-contained. In addition, shuttle service is not available from the RV site to campus.

### 2.25 Yearbook

#### 2.25.1 The Job

While the 25th and 50th Reunions often turn out very substantial printed yearbooks -- including photos, essays, class histories, polls and more -- many classes choose to forego this major expense and offer either a paper bound version or an extensive online yearbook behind the firewall on the class website. Some classes now offer an online yearbook to every classmate and an opportunity to purchase a printed copy.

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. Creating a yearbook is very time-consuming, so you need volunteers who have the time to devote to the job. Indeed, the tasks of compiling and editing hundreds of classmate essays and photos, then proofreading copy, on short deadlines, will likely require one or more assistant editors.

The key tasks of the job are:

1. Gather information about the advantages, disadvantages, and costs of different kinds of reproduction (e.g., print or electronic, website or disk) and distribution (e.g., internet, mailing, by hand at reunions and by mail to non-attendees).
2. Determine with your reunion committee and class officers what kind of book is wanted, weighing all the information about different kinds of reproduction/distribution and numbers of copies – for the whole class or just reunion attendees. Consider, early on, how the expenses will be covered (see below).

3. 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.

4. Select a committee to help with the editing and proofreading, and possibly other tasks.

5. Discuss how best to collect information – by mail, e-mail or website, or a clearly defined combination of all three. Work closely with your class officers, Publicity/Promotion and Registration chairs to determine how best to communicate with the class.

6. Work with the Publicity/Promotion Chair to develop communication methods to boost response rate. Set a schedule of follow-up reminders.

7. 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.


2.25.2 Related Information and Pointers

Creative financing. While often part of a reunion budget, a yearbook can be paid 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. Past reunion books are available at the Office of Alumni Affairs in Maclean House and at the Seeley G. Mudd Manuscript Library. Past yearbooks can prompt creative thinking about class surveys, categories of individual information, and other features. Copies of past Daily Princetonians are on microfilm at Firestone, and the Daily Princetonian can provide digital copies of past pages to include in your book.

The Web and E-mail. Coordinate the book process carefully with the Technology Chair. Online submissions can reduce errors and cut significant time from the task of collecting information. If you plan to post responses on the class website, they must be behind the firewall.

Virtual Yearbook. Publishing an electronic yearbook is relatively inexpensive. Many classes provide a virtual yearbook to save on mailing and printing costs.

Deadlines. Meeting deadlines is critical, particularly if you are producing a hardcover yearbook. Some classes publish supplements to be able to include those classmates who don’t make the yearbook deadlines.

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.

**Printing and mailing.** Most classes use University Printing Services or Reunion Press, Inc. If you intend to mail the book, get firm numbers on packing and postage early on. 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.

**Extra copies.** Please add two books to your order and send to the Office of Alumni Affairs for campus distribution.