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/).