1.1 **HEADQUARTERS**

1.1.1 **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.

3. 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

1.1.2 **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 609-258-3333. 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.

1.1.3. **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.