1.1  **Program**

1.1.1  **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.

1.1.2  **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.