1.1 Reunion Chair(s)

1.1.1 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.

### 1.1.2 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.

### 1.1.3 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.

### 1.1.4 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.

1.1.5 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