



# Reunion Planning



**Class Presidents & Reunion Managers  
for Reunion 2011**



# Welcome

- **Sally Bachofer '97**

*Executive Board Representative for Class Activities & Reunion*

- **Molly C. Scott**, *Assistant Director*

- **Colleen Kelly**, *Program Manager*

# Your Packets

- Your class account balance (on label)
- Class list
- Lost/missing/deceased list
- Attendance Stats
- Space Assignments
- Weekend At-A-Glance
- Reminder of Due dates
- College Copy Center Pricing
- Please sign the signature sheet being passed

# Reunion 2011

## 125<sup>th</sup> Anniversary



BRYN MAWR COLLEGE  
Bold vision. For women. For the world.

- Reunion 2010 and 2011 bookend the celebration
- This year we will celebrate Global Bryn Mawr
- Once again, we plan to invite the wider community

# What do I need to do?

- Class Correspondence
- Class Meeting
- Mementos
- Hospitality
- Notifying Staff of Special Needs Attendees
- Producing games, decorations
- Class Website
- Class Booklets
- Parade energy

# Reunion Planning Schedule

## **Fall**

- **Reunion Managers/Class Presidents send letter**

## **Winter**

- **Submit all information to be included in Reunion Program to Alumnae Office**

- **Reunion Managers/Class Presidents contact BMC Bookshop to finalize memento order**

## **Spring**

- **Alumnae Office mails program**
- **Reunion Booklet materials due**
- **Another letter**

# Reunion Planning Schedule Cont'd

## **At Reunion**

- **Attend final Reunion planning meeting and luncheon**
- **Return class election sheet to Alumnae Office**

## **After Reunion**

- **Send Reunion bills, with receipts attached, to Alumnae Office**
- **Submit post reunion letter to Alumnae Office**

# Best Practices

## Mementos

- Cafepress.com
- Sally Allison in the bookstore ext. 5320
- Don't plan to make a profit
- If shipping to Alumnae Office, address to our attention

## Memorials

- Set aside some class meeting time
- Have a classmate play music
- Contact Alumnae Office for a current list

# Best Practices

## Class Meetings

- Have a slate ready and get the voting over with early
- Keep it fun
- Solicit ideas

## Class Booklets

- Assign a volunteer to be editor – it's a big job

- Burn to a CD rather than publish
- Use internet tools like Yahoo Group or Athena's Web, or Face Book
- Always use the confidentiality statement

# Brain Storming

We've got over 50 years of Reunion experience in this room.

What suggestions can you give?

# Brain Storming

Next 30 minutes

Come up with three ideas for how you'd like to:

- Class Meeting
- Hospitality Suite
- Class Booklet
- Event with Haverford

# Brain Storming

We can help you continue this discussion:

- Survey Monkey for the big issues
- Phone conferencing for the committee

# Molly's Email

- Molly “Don’t Forget the C” Scott

mCscott@brynmawr.edu

- Molly does not receive emails that drop the C
- If someone complains that Molly is not answering email ask, “Did you remember the C?”