



# Amherst College



## Reunion 2021 Planning Handbook

# 2021 Reunion Chairs

*For contact information, see Appendix A, the Alumni Directory ([amherst.edu/amherstprofile](http://amherst.edu/amherstprofile)) or contact your class liaison.*

## **CLASS OF 1951 – 70th Reunion**

Reunion Chair: TBD

## **CLASS OF 1956 – 65th Reunion**

Reunion Chair: TBD

## **CLASS OF 1961 – 60th Reunion**

Reunion Chairs: Robert (Bob) Siegel and John R. Willis

## **CLASS OF 1966 – 55th Reunion**

Reunion Chairs: John G. Kroll and J. Lincoln (Linc) Passmore

## **CLASS OF 1971 – 50th Reunion**

Reunion Chairs: George H. Freeman, Robert W. (Rob) Hawkins and Charles C. (Charlie) Merrill

## **CLASS OF 1976 – 45th Reunion**

Reunion Chairs: Robert A. (Bob) Howard and Gregory P. (Greg) Schermer

## **CLASS OF 1981 – 40th Reunion**

Reunion Chair: Michael P. (Mike) Ryan

## **CLASS OF 1986 – 35th Reunion**

Reunion Chair: Douglas H. Nash

## **CLASS OF 1991 – 30th Reunion**

Reunion Chairs: Deborah (Debbie) Cox LeCates and Joshua S. (Josh) Jacobs

## **CLASS OF 1996 – 25th Reunion**

Reunion Chair: Heidi M. Tringe

## **CLASS OF 2001 – 20th Reunion**

Reunion Chairs: Rachel L. Maclay and Jared Moshe

## **CLASS OF 2006 – 15th Reunion**

Reunion Chair: Brian H. Woo

## **CLASS OF 2011 – 10th Reunion**

Reunion Chairs: Elizabeth H. (Liz) Adamo and Philip Johnson

## **CLASS OF 2016 – 5th Reunion**

Reunion Chair: Margaret D. (Maggie) Kiley

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## **PREFACE: FALL 2020 REUNION PLANNING GUIDE**

Welcome to Reunion Planning!

Amherst has a long history of successful Reunions, and we have no doubt that this year will be a great success as well. Year after year, alumni gather to mark a milestone of the time since their undergraduate days at Amherst, and year after year, behind the scenes is a big group of people working to make it all happen. Without dedicated and enthusiastic volunteers, Reunion would not work as well as it does. **Thank you for being one of those volunteers.**

As you may know, the global pandemic has led the College to cancel all in-person alumni events for fall 2020, and we expect continued uncertainty regarding the feasibility of spring events in the coming months. We are enthusiastic about working with you to create a meaningful Reunion experience for your classmates, whether in-person or virtual, and we hope to have a better sense of what will be possible in late fall.

Given this uncertainty, we've included in this preface two amended timelines to guide your initial planning for fall 2020—one for Reunion Deadlines and Timelines and another for Class Communications. Similar timelines for an in-person Reunion appear later in this book, but we strongly suggest that you follow the timelines below until more details regarding spring plans are available. Your class liaison will keep you apprised of any updates throughout the fall.

The handbook for planning an in-person Reunion appears in full in the pages to follow, and this handbook will serve as a guide and checklist for your committee if the College proceeds with a campus-based event in May. **The handbook and other resources are also available online at [amherst.edu/mm/73945](https://amherst.edu/mm/73945).** In addition, the staff of Alumni and Parent Programs are available to answer any of your Reunion planning questions. The relationship between you—our alumni volunteers—and our staff will help to support a wide range of experiences that meet the many varying interests of our alumni. We look forward to working with you over the next year and will do all we can to help make this a memorable Reunion for all involved.

## **REUNION DEADLINES AND TIMELINES—AMENDED FOR FALL 2020**

- Early fall**     **Begin considering most immediate needs for committee chairs and members.** Reunion Chairs should connect with the Class Treasurer to confirm that they intend to support budget planning for an in-person Reunion and discuss whether they require other volunteers to assist. Begin thinking about potential Program Chairs to develop class programs to be held virtually or, should circumstances allow, in-person. The 25th and 50th Reunion classes should also identify Reunion Book Editors for their respective book projects.
- November**     **Class Reunion planning Zoom or conference call.** Reunion planning call arranged in cooperation with class liaison for class members who are interested in participating in planning. Your class liaison will provide resources and information you need to be ready, including past budgets, programs and class lists, in addition to the data at the back of the Reunion Planning Handbook. Fall tasks:
- Set general budget for in-person Reunion (consider entertainment, meals, tent, etc.)
  - Set class fees for in-person Reunion (due by December 1)
  - Begin inviting speakers and coordinating programs for virtual or in-person Reunion
  - Appoint Attendance Committee chair(s) for in-person Reunion. This individual will also have responsibility for encouraging attendance at a virtual Reunion.
- December 1**   **Class fee structure due to your class liaison.** Note: this deadline may be extended if registration opening is delayed. Please see below.
- Winter 2021**   **REGISTRATION OPENS**  
Registration has historically opened in early January. If the feasibility of an in-person gathering remains uncertain at that time, registration opening will likely be delayed until the College has a better sense of what will take place. This will minimize the need for cancellations and refunds if the event does not proceed in-person.
- Winter/  
Early Spring**   **Preliminary College-sponsored programs will be posted to the website** as they are confirmed
- February 1**    **Class Program planning check-in** with class liaison
- March 1**        **Class Program Form due**
- March 15**      **Headquarters Form due** (in-person Reunion only)

- Spring**      **Alumni and Parent Programs will be in touch with program chairs and presenters with information about class program scheduling and to finalize descriptions.** Final deadlines for program additions/changes will also be communicated at this time.
- May 15**      **Cancellation deadline** – no housing refunds after this date, refunds for class fees will be determined by the Reunion Chair and Treasurer after Reunion (in-person Reunion only)
- End of May**    **REUNION**
- Mid-July**      **Post-Reunion forms due back to Alumni and Parent Programs** to help upcoming classes plan for future Reunions

### **SUGGESTED COMMUNICATIONS TIMELINE—AMENDED FOR FALL 2020**

We recommend sending one communication per month beginning in November or December. Mailings will be sent by email (or by paper mail to those without email). Classes may choose to send at least one mailing to all classmates on paper, including a registration form.

- Fall**              Classes may work with their class liaison to draft a call for volunteers in advance of the November Reunion planning Zoom or conference call.
- November/  
December**      Letter: Save the date, update your class on other decisions.  
Class Website: Post the class letter and any other Reunion information.
- Winter 2021**    Registration Letter: Once registration opens, invite members of the class to Reunion, announce class fees and request any program or other assistance needed. Include a preliminary list of classmates planning to attend (you can also link to a list of registered alumni by class, available on the Reunion website) and an appeal to those who have not yet responded. Questionnaires or polls concerning activities and interests of the class are popular and should also be sent/posted at this time. An auto-populated list of attendees from the registration system will appear on the “Who is Registered?” page on the Reunion website.
- Monthly  
following  
registration  
opening**          Offer updates on class plans, including programs, meals and activities.  
Make telephone calls and send emails to classmates encouraging attendance and registration.  
Please see timeline on page 2 for additional communications for an in-person Reunion.

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## **REUNION DEADLINES AND TIMELINES**

<b>Summer/ Early fall</b>	<b>Recruit potential committee chairs and members</b>
<b>October/ November</b>	<b>Class Reunion planning Zoom or conference call</b> Reunion planning conference call arranged in cooperation with class liaison for class members who are interested in participating in planning. Your class liaison will provide resources and information you need to be ready including past budgets, programs and class lists, in addition to the data at the back of this handbook. Fall tasks: <ul style="list-style-type: none"><li>● Set general budget (consider entertainment, meals, tent, etc.)</li><li>● Set class fees (<i>must</i> be set by December 1)</li><li>● Begin inviting speakers and coordinating programs</li><li>● Appoint Attendance Committee chair(s)</li></ul>
<b>December 1</b>	<b>Class fee structure due to your class liaison</b>
<b>Early January</b>	<b>REGISTRATION OPENS</b>
<b>January- March</b>	<b>Preliminary College-sponsored programs will be posted</b> to the website as they are confirmed, Reunion mentioned in e-News and through an email to all alumni
<b>February 1</b>	<b>Class Program planning check-in</b> with class liaison
<b>March 1</b>	<b>Class Program Form due</b>
<b>March 15</b>	<b>Headquarters Form due</b>
<b>April 1</b>	<b>Alumni and Parent Programs will be in touch with preliminary class program schedule</b>
<b>April 15</b>	<b>Program schedule and descriptions finalized</b> (after being approved by committee and speakers)
<b>April 30</b>	<b>Final deadline for all program additions/changes</b> – this is the last day to have changes included in the printed Reunion program
<b>May 15</b>	<b>Cancellation deadline</b> – no housing refunds after this date, refunds for class fees will be determined by the Reunion Chair and Treasurer after Reunion
<b>End of May</b>	<b>REUNION</b>
<b>Mid-July</b>	<b>Post-Reunion forms due back to Alumni and Parent Programs</b> to help upcoming classes plan for future Reunions



## SUGGESTED COMMUNICATIONS TIMELINE

We recommend sending one communication per month beginning in November or December. Mailings will be sent by email (or by paper mail to those without email). Classes may choose to send at least one mailing to all classmates on paper, including a registration form.

August/ September	Homecoming Communication The Reunion Chair can collaborate with the Class President on a letter urging attendance and inviting classmates to attend any class-specific events planned for Homecoming, as well as encourage participation on a class Reunion planning conference call or meeting if scheduled.
November/ December	Letter: Save the date and announce the class fee, update your class on other decisions. Class Website: Post the class letter and any other Reunion information.
January	Registration Letter: Invite members of the class to Reunion, announce class fees and request any program or other assistance needed. Include a preliminary list of classmates planning to attend (you can also link to a list of registered alumni by class, available on the Reunion website) and an appeal to those who have not yet responded. Questionnaires or polls concerning activities and interests of the class are popular and should also be sent/posted at this time. An auto-populated list of attendees from the registration system will appear on the “Who is Registered?” page on the Reunion website.
February	Letter: Give an update on class plans for Reunion, including programs, meals and activities. Other Communication: Make telephone calls and send emails to classmates encouraging attendance and registration.
March	Letter: Update on class plans. If you haven’t already sent a postal mailing with a paper registration form, this is a good time. Note: Information on class officer nominations will be sent from Alumni and Parent Programs to current class officers in February/March, and some classes may choose to do a call for nominations at this time.
April/May	Letter: Can include class program information, and/or a link to the class schedule on the Reunion website (this will not include private programs like dinners, so that will need to be included separately in your communication).

## **GENERAL REUNION SCHEDULE**

### **Wednesday**

2 p.m. Alumni House opens. Campus residences open for on-campus accommodations.

Early Evening Welcome reception

### **Thursday**

All day College-sponsored programs (lectures, museum tours, etc.)

Some class Reunions begin with Thursday activities (golfing, other sports, etc.) and an optional dinner.

### **Friday**

All day College-sponsored programs

Afternoon Class programs begin and are held at 1 p.m., 2:30 p.m. and 4 p.m. (if a class requests, morning time slots are also available)

Early Evening Presidential Reception with Bidy Martin

Evening Class dinners and entertainment

### **Saturday**

All day Class programs at 9 a.m., 10:15 a.m., 1:45 p.m., 3 p.m. and 4:15 p.m.

11:30 a.m. Conversation with the President and Annual Meeting of the Society of the Alumni and the Alumni Council

Noon Complimentary Reunion Luncheon on Valentine Quad

Evening Class banquets and entertainment

### **Sunday**

9 a.m. Service of Remembrance and Community

Noon Alumni House closes

## **GENERAL INFORMATION**

### **Alumni House Reception Center**



The Alumni House Reception Center serves as the general headquarters for all Reunion operations. It is open from early morning until late at night and is used as a meeting place for many people. This is often the first place returning alumni go when they arrive on campus. They check in and pick up a copy of the final program, as well as their individual class programs and room keys if they are staying on campus.

### **Parking and Transportation On-Campus**

#### **Parking**

Parking permits are required for on-campus parking during Reunion. Permits are available at Alumni House and will be supplied to alumni when they come to check in. This parking hang-tag will allow for parking in designated areas on the main campus. We ask that alumni park in designated areas only and observe the “No Parking” signs. Any parked vehicles that block traffic will be towed (for safety and accessibility reasons).

Please be aware that there is absolutely no parking permitted on the grass in the Main Quadrangle. Parking on the street of the Main Quad is for people with handicapped-parking placards or specific mobility needs only, and available on a first-come, first-served basis. Regular shuttle service is provided between parking lots and the Main Quad. Ten-minute pick-up and drop-off zones will be available in front of each residence hall on the Main Quad, with student workers to help carry luggage to rooms.

All handicapped-parking placards, or photocopies, will be honored by the Amherst College Police. The police cannot issue handicapped-parking placards.

Please note: Your parking hang-tag allows for parking in any designated parking space on campus. A Reunion parking hang-tag does not apply to any metered or pay-box parking space in the town of Amherst, including designated weekday Permit Parking Only areas on streets in the campus vicinity.

#### **On-Campus Shuttle Service**

The campus shuttle will run every 15 minutes from parking lots on Route 9 to the Alumni House, Main Quadrangle and Tennis Court Lot. Please note that this shuttle does not have the capacity to transport large groups between programs.

Shuttle Hours:	Wednesday:	2 p.m.–8 p.m.
	Thursday:	8 a.m.–8 p.m.
	Friday:	8 a.m.–11 p.m.
	Saturday:	8 a.m.–8 p.m.
	Sunday:	8 a.m.–11:30 a.m.

As you remember, the Amherst College campus has many hills. Programs are held in a variety of locations and unfortunately we are unable to provide individuals with transportation between buildings and programs. Alumni with mobility concerns can call 413-542-2313 before Reunion to discuss available services.

### **On-Campus Housing**

On-campus housing is available for alumni and guests on Wednesday through Saturday evenings. Rooms may be reserved when registering for Reunion online or by paper registration form. Alumni and Parent Programs will make the housing assignments on a first-come, first-served basis. Registrants intending to stay on campus should register for housing at their earliest convenience to ensure availability. We do our best to house all classmates within the same residence hall (or set of residence halls). **Please note:**

**Actual room assignments will not be available until alumni arrive on campus.** Residence hall rooms are functional (extra-long twin size beds, sheets, towels, a pillow and a blanket are provided). There are no rooms with private baths. All residence halls and houses are non-smoking. The residence halls are not air-conditioned; we encourage guests to bring a fan and nightlight if they find it necessary. For more information on housing, please see the Reunion General Information webpage: [amherst.edu/go/reunion](http://amherst.edu/go/reunion).



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Reunion Chairs will receive a form asking for a list of classmates who should be housed at headquarters (as space allows). Most often the Reunion Chair and their committee members elect to stay at headquarters. **All alumni staying at headquarters still need to register and pay for housing.** The charge for on-campus housing is \$35 per person, per night; the charge for children aged 4-10 is \$10 per child, per night. The housing fee is waived for Reunion Chairs and their families. Housing is free for alumni and one guest each for the Classes of 1943–1961 (60th Reunion and beyond) and for children under 4 years old.

Classmates who prefer to stay in local hotels or motels are advised to make their own arrangements well in advance, as this time of year is high season for commencements and reunions across the five colleges. A list of local accommodations is available on our website: [amherst.edu/visiting/lodging](http://amherst.edu/visiting/lodging).



## **Children and Families**

### **Children's Reunion Evening Program**

Children aged 4-12 may participate in the Children's Reunion Evening Program. This program is operated by a third-party childcare provider and it runs on the Friday and Saturday nights of Reunion from 5–10 p.m. Dinner and age-appropriate activities are included. Learn more about Children's Reunion on the Reunion website: [amherst.edu/go/reunion](http://amherst.edu/go/reunion). Families are encouraged to register early to ensure that a space is available for them. There is a per-child fee for this program.

### **Child Care and Babysitters**

The College cannot provide care for children younger than 4 years old or arrange for private babysitters. If families require a sitter, it is suggested they arrange for one to accompany them to Reunion, ask Amherst-area classmates for suggestions or use a source such as Care.com or Sittercity.com. (Please note: Care.com and Sittercity.com are private for-profit businesses and are in no way affiliated with Amherst College.)

### **Baby Monitors**

The College cannot guarantee that baby monitors will work outside of the walls of a residence hall. Additionally, we are not able to provide a secure network for baby monitors that utilize an internet connection.

### **Family Programming**

The College sponsors many family-friendly activities throughout Reunion weekend and communicates most closely with the 15th, 20th and 25th Reunion classes regarding this planning. Please contact your class liaison with any questions.

## **Food and Refreshments On Campus**

For meals that are not provided by your class, alumni can purchase meals at Valentine Hall during Reunion weekend. (Please note: Valentine will not be open for dinner on Saturday evening as class banquets are being held.) Prices will be posted online and in the final Reunion brochure.

Many of the cafés on campus are also open at various times throughout Reunion. Full schedules will be published in the Reunion program.

The Alumni House Reception Center offers light refreshments (coffee, tea, snacks and cookies) during its hours of operation. On Saturday, there is also a complimentary Reunion Luncheon offered on the Valentine Quad for all alumni and guests.



## **Safety and Security**

### **Security**

Security is always an important issue when so many guests are on campus for Reunion. In the past, there have been incidents of reported theft from class headquarters and program sites. The College cannot assume liability for such items and classes have had to cover the cost of replacing stolen goods that are rented from vendors.

A locked storage room is available in headquarters for each class and keys will be given to the Reunion Chair upon their arrival on campus. In addition to materials for your bar, we strongly encourage you to use this room to secure souvenirs, AV equipment, helium tanks or anything else you may have borrowed or rented for Reunion. Please also encourage classmates to keep their rooms locked at all times.

### **Lost and Found**

During Reunion, articles found on campus can be turned in at Alumni House, where they will be held until Sunday morning. At this time, all unclaimed items will be brought to the Amherst College Police station and held for 30 days. If you believe you have left something behind on campus, please call the police station business line at 413-542-2291.

### **Weapons and Fireworks**

It is a criminal offense for anyone to carry a firearm or other dangerous weapon on any College property. Under the state's strict gun control law, those caught with unlicensed guns face a mandatory one-year minimum sentence upon conviction. Violations of the state law on firearms and other dangerous weapons are considered extremely serious and may lead to criminal charges, including arrest. The Commonwealth of Massachusetts also prohibits the possession and discharging of any type of fireworks, including sparklers.

## Alcohol

All alcohol must be served by a TIPS-certified bartender. BYO parties and no-host bars are not permitted on the campus. **Please see page 17 for detailed information on alcohol service on campus.**

## AA Program

An Alcoholics Anonymous meeting is available on campus Friday and Saturday. There are also many meetings in the local area. Specific information will be provided in the final program.

## Cannabis

Please note that the use of cannabis is prohibited on the Amherst College campus and in public spaces in the Town of Amherst.

## REUNION CHAIR RESPONSIBILITIES

### Building a Team



The first task of the Reunion Chair is to recruit your classmates to form a Reunion Planning Committee and think about potential committee chairs. Committees should begin to form well before Reunion, typically six to nine months in advance. Recruiting volunteers can be time-consuming, but the process is well worth the effort.

Coordinating a strong team is your main priority. It is important to bring a wide variety of classmates into the committees to ensure that your Reunion reflects the diverse identities, interests and talents of your class. **Specific responsibilities of committee chairs are described in the following sections.** Talk with your classmates, share the descriptions in this book, identify the best candidates for each position and start recruiting early!

It is important to plan a class conference call or virtual meeting in October or November. These meetings have historically taken place around Homecoming. During this call/meeting, you will want to discuss how to recruit additional volunteers as needed, review the budget, set class fees and begin inviting speakers and coordinating programs. Work with your liaison in Alumni and Parent Programs to help set up this call/meeting.

### Getting the Word Out: Communication Options

Working with the Attendance Committee and your Web Editor/Social Media Chair, you will want to promote Reunion in regular correspondence on your class website, class Listserv and on social media pages (if your class uses them). While publicity alone cannot guarantee good attendance, it will certainly make a big difference.

You will work with your class liaison in Alumni and Parent Programs to prepare and send class and committee correspondence. We will format and send letters to your classmates via email or postal mail. Stationery and webpages listing the Reunion Chair and committee members will also be prepared by our office. **Please see the suggested communications timeline on page 2.**

### **Class Assistants**

Class Assistants are current Amherst students who play an important role in the implementation of Reunion. The Reunion Chair often works with the Headquarters Committee to supervise and support your Class Assistants. All Class Assistants have attended the alcohol safety training course (TIPS) provided by the College. Class Assistants are responsible for setting up your tables and chairs at headquarters on Thursday (or earlier if your class festivities require) and taking them down and stacking them on Sunday. They are also expected to be on duty throughout the weekend, helping with errands and miscellaneous jobs around headquarters as well as tending bar. **Please see page 15 for more information on Class Assistants.**

### **Headquarters and On-Campus Housing**

The Reunion Chair will be asked to provide a list of classmates who should be housed at headquarters, space permitting. This list will be due March 15 and often includes the Reunion Committee members who are staying on campus. **Alumni staying at headquarters still need to register and pay for housing.** The on-campus housing fee is waived for Reunion Chairs and their families. Registration is still necessary.

## **COMMITTEE DESCRIPTIONS AND DUTIES**

### **Finance Committee**

This committee is usually chaired by the Class Treasurer, who coordinates with the Reunion Chair to establish and maintain a balanced budget. The class fee should be set high enough to cover all anticipated expenses but not so high as to deter attendance (**see Appendix C for examples of past fees**). If your class desires to offset costs for classmates for whom registration fees are prohibitive, you may want to build a small fund into your budget to support this effort. There are a number of options that can be offered by your class as far as registration fee categories, but there are also some restrictions and guidelines. Communicate with your class liaison to have the options you select included on the online registration form. Once the fee is set, it is not possible to change registration fee amounts.

**You will need to have fees set for the following categories of attendees by December 1:**

- Registering Alumnus/a
- Guest who is an alumnus/a or Amherst student
- Non-alumni guests
- Widow/ers
- Children aged 13-17
- Children aged 4-12
- Children 3 and under

Copies of income and expense summaries from previous classes are available from Alumni and Parent Programs. While these financial reports are not exact guides, they are useful in the planning process. The most common problems are the following:



- Undercharging — Since the College cannot defray class costs for Class Reunions, some classes have had to ask classmates for additional contributions after Reunion (or make up any shortage themselves) because the fee charged did not cover costs. Plan carefully and build a generous cushion into your budget for expenses that may be higher than anticipated. Make a conservative estimate of the number of classmates and guests likely to attend when establishing a budget (**see Appendix D**).
- Incomplete Collection of Fees — The College will provide you with regular updates of who has registered and will supply a final list at your headquarters. It is up to the Class Treasurer and other class officers to note any attendees who do not appear on the final list of registered classmates and request that they register and pay the class fee.
- Inadequate Cash Flow — Some caterers and other vendors require advance deposits. Encouraging classmates to register early will allow these payments to be paid from your class account.
- Extravagance — Lavish dinners, expensive entertainment and excessive souvenirs require fees that could turn some away. Unless you have an overwhelming mandate from the class, focus on keeping the expenses down to enable as many classmates as possible to participate.

### **Class Bank Accounts**

The College holds agency accounts for Reunion classes. Funds collected online (for Reunion registration) are directly deposited into class accounts. Checks sent in with paper registration fees are mailed directly to the College and should be made out to “Amherst College Class of XXXX.”

**The funds in these accounts remain wholly owned by the class, and therefore are not tax exempt.** Each class, through its designated representative (Treasurer) has the authority to set class Reunion registration fees, and raise and expend funds on behalf of the class.

Alumni registering for Reunion complete a single registration form with a single payment for class activities and College on-campus housing. The single payment is deposited by the College into the appropriate accounts.

All bills should be submitted to your class liaison in Alumni and Parent Programs for payment. To be reimbursed for out-of-pocket expenses, be sure to submit receipts. It generally takes two weeks for checks to be processed and mailed by the College; however, it may take longer in the weeks directly before and after Reunion, due to the volume of requests. Please keep these time restrictions in mind when planning with vendors. **If you are working with a vendor that has not previously done business with Amherst College, please have them submit a federal W-9 form with their invoice.**

Your class liaison will provide your class officers with updated class account information, usually on a monthly basis, with more frequent reports as necessary. Alumni and Parent Programs will email a current registration list, with fees paid, each Friday beginning in mid-January before Reunion.

## Program Committee

### **SUMMARY:**

- We hope for each class to plan or sponsor approximately five programs. Available program time and campus program space may limit the addition of programs beyond these five. If your class wants to pursue more than five programs you will need to discuss this with your class liaison prior to the program submission deadline.
- Program length cannot exceed 60 minutes.
- Alumni and Parent Programs will schedule times and locations.
- Class programs will be scheduled on both Friday and Saturday.
- We try to not schedule class programs against each other.
- March 1 is the deadline for submitting program information to Alumni and Parent Programs and for AV requests. Rooms will be assigned in part related to the equipment requested.
- **See Appendix B for a form to help plan class programs.**

This committee is responsible for developing class-sponsored panels and lectures that foster intellectual engagement, community and connection. These Friday and Saturday programs are a key piece of the Reunion experience and include many different presentations and panels, as well as activities such as book signings, wine tastings and concerts. Altogether there are usually more than 70 class programs, all well attended. Programs should run no



more than 60 minutes, including time for questions and answers. There will be 15 to 30 minutes between each program to allow for generous travel times between buildings. **We recommend that each class sponsor approximately five programs.** Due to timing and space considerations, if more than five class programs are desired, you will need to discuss this with your class liaison prior to the program submission deadline. There are five available slots for public class programs on Friday (9 a.m., 10:30 a.m., 1 p.m., 2:30 p.m. and 4 p.m.) and five on Saturday (9 a.m., 10:15 a.m., 1:45 p.m., 3 p.m. and 4:15 p.m.) Classes are welcome to add additional private programs between 5:15 and 8 p.m. on Friday and Saturday, and other private or public programs like concerts and screenings after 8 p.m.

### Choosing Topics and Participants

An extraordinary collection of individuals gathers for Reunion—alumni, their families and guests, as well as a number of faculty, staff and current students. The mix of interests, abilities, professions, avocations and characters is amazing. The goal is to find those classmates who, alone or with other classmates or faculty, can create engaging, intellectually stimulating programs for your class. Some classes also feature spouses as speakers and panelists. Your class liaison will work with you to help provide suggestions and lists of classmates.

As you develop program topics, consider what will be meaningful for your class. Programs should bring out the best in participants and contribute positively to the community experience of Reunion. As you plan, note that public class programs are open to all Reunion participants, the student body and community members. Please keep this in mind as you consider inviting classmates who have a high profile or may have specific safety and security needs.

**If you are considering involving a faculty member as part of a class program, please be sure to discuss this first with your class liaison.** Our office is just one of many departments within the College to invite faculty members to give College-sponsored lectures, and we must coordinate these requests to ensure that no one faculty member is approached with too many. Alumni and Parent Programs also may be able to suggest certain faculty with expertise in a particular area. Senior administrators at the College reserve time for College-sponsored programs and are very rarely available for participation in class-sponsored programs. Students are also not available to participate in class-sponsored programs during Reunion.

### **College-Sponsored Programs**

The College sponsors a variety of programs to meet general alumni interest across classes and to share important updates. These may include both faculty and staff speakers. In some instances, alumni give College-sponsored lectures in addition to being featured in a class-sponsored program. If we plan to ask one of your classmates to give a lecture, we will talk with you first.

### **Confirming Program Needs**

In late January, class liaisons will email a form to Program Chairs ([see Appendix B or view online at \[amherst.edu/mm/151647\]\(http://amherst.edu/mm/151647\)](#)) requesting information on the programs your class has planned. You will also be asked to schedule a check-in call with your class liaison to discuss program progress. Program titles, speakers' names and any audio-visual requirements **must be confirmed by March 1**. It is essential that AV requests for class programs be accurate, as the College cannot ensure that last-minute requests will be met, and rooms are assigned with consideration for particular AV needs.

Alumni and Parent Programs will assign times and locations for class programs based on the information submitted on program forms. **We will assume that all speakers are available Friday afternoon and all day Saturday, unless it is noted that a speaker will be unavailable at a particular time. Please confirm availability and any setup requests with presenters prior to submitting your program forms.**

By early April, a draft schedule will be sent to program chairs and participants. This provides them with an opportunity to review the information and make any necessary revisions. **For a general outline of Reunion activities, please refer to the sample Reunion Schedule on page 3.**

## **Attendance Committee**

This committee is responsible for inspiring classmates to return for Reunion and can work with the Reunion Chair on communications to the class. We have found that personal calls and emails are most effective in driving Reunion attendance. The chair will need to recruit callers and divide the class into telephone and email trees. If possible, all classmates and widows/widowers should be assigned to callers who know them. Alumni and Parent Programs can provide current contact information. We do not recommend using the Associate Class Agent network as a telephone tree, but Agents can certainly mention the Reunion in their Amherst Fund phone calls. This person-to-person outreach is essential in assuring a robust turnout. Personal calls and notes make all the difference. **See Appendix D for class attendance histories.**



Alumni and Parent Programs will email a current registration list each Friday beginning in mid-January before Reunion. The Reunion Attendance Trophy is awarded to the class with the highest percentage of classmates returning to campus. Please remind classmates to check in at the Alumni House by 3 p.m. Saturday afternoon so that they will be included in the counts to determine the trophy winner.

### **REMINDERS:**

- Ask classmates to provide the College with email addresses. The more email addresses we have, the more easily you and the College can communicate with your classmates about Reunion.
- Your class website, Facebook pages and other social media sites are a great way to keep your class updated about Reunion plans. The class Web Editor/Social Media Chair should serve on the Attendance Committee if at all possible.

## **Headquarters Committee**

This committee will coordinate Class Assistants, tents, distribution of souvenirs, decorations and other logistical needs at headquarters. A classmate who lives within easy driving distance of Amherst is ideal as a member of this committee. You can see photos of headquarters common rooms and kitchens at [amherst.edu/mm/444608](http://amherst.edu/mm/444608).

**Please refer to page 7 for information about Safety and Security at Headquarters.**



## **Tents**

While it is not absolutely necessary to have a tent for Reunion, it is good insurance against rainy weather, particularly since most headquarters do not have large indoor spaces. Some classes also rent a separate smaller tent (20'x20') for their caterer. Due to safety and liability concerns regarding setup and take down of tents, and coordinating vendor access to sites, each headquarters has been matched with a tent supplier with experience at Amherst and with Reunion. Please be in touch with your class liaison regarding the tent company assigned to your headquarters.

Due to underground utilities, accessibility and other considerations, there are limited places where tents can be erected on campus. Tent setup times will be coordinated with the availability of Facilities personnel and based on the class schedule of events. Facilities staff will meet the tent supplier on site to ensure that stakes are driven into safe areas and will coordinate tent permits and insurance paperwork.

The College supplies safety lighting for tents at no charge, and there will be electricity available in most tents. However, the power available at each outdoor location is limited. Please check with your class liaison before planning any outdoor activities—such as bands or special catering needs—that may require extra power.



### Tent Size Guidelines:

<u>Tent Size</u>	<u>Capacity*</u>
20' x 20'	Caterer or 30 people
20' x 40'	60 people
30' x 50'	110 people
30' x 60'	130 people
30' x 70'	155 people
40' x 60'	175 people
30' x 90'	200 people
40' x 80'	250 people
60' x 60'	275 people

\*Accommodates: cocktail reception with bar set-up and buffet dinner with seating.

## **Chairs and Tables**

The College supplies chairs and 8-foot rectangular tables at no charge. Each table seats eight people. Please remember that tablecloths are not provided (see the Food & Beverage and Banquet sections below). A form will be sent to the Reunion Chair in February asking for tent details and your estimated attendance. Facilities will provide enough tables for your estimated attendance, as well as an additional 16 tables for other needs (catering, food, DJ, etc.). Your Class Assistants are responsible for setting up/taking down tables and chairs.

## **Compost, Recycling and Trash Barrels and Bulletin Boards**

These are provided by the College at no charge. Each headquarters will be supplied with two bulletin boards and compost, recycling and trash cans. Extension cords are available by request.

## **Decorating**

This is a great job for an individual on the Headquarters Committee. Don't forget that when you arrive, you will be walking into sparsely-furnished rooms. Classes can create a more festive place for people to gather by decorating. Alumni and Parent Programs staff will be happy to meet someone from your class at your headquarters in the spring and suggest some inexpensive ways to decorate.

## **Audio-Visual Equipment**

Basic PA systems with a microphone are available on a limited basis, and are generally reserved for the 50th and post-50th Reunion classes. If you are hiring a DJ or band, most will offer you use of a microphone. If you require a PA system, projector and screen, speakers, stereo system, DVD player, extra refrigerator, etc. for headquarters, a member of the class should provide those items or rent them locally (**potential suppliers are listed in Appendix G**). There is usually a television in each headquarters.

## **Other Supplies**

Reunion Chairs can pick up the following materials in their "class bucket" when they check-in at Alumni House, or they can arrange to have Class Assistants do so.

This bucket of supplies includes:

- Class attendees list
- Safe storage room keys
- Push pins, purple pens, markers and paper
- Campus maps
- Name tags and time sheets for Class Assistants
- Final programs and class schedules
- Headquarters floor plan
- Tape
- Instructions/rules for Attendance Trophy

## **Class Assistants**

Alumni and Parent Programs hires and provides housing for Class Assistants, but the class pays them directly. A good guideline is to plan on hiring one Class Assistant for every 75 adult guests; you can see a list of how many Class Assistants each Reunion class has hired in previous years to help you determine how many Class Assistants your class will need (**see Appendix F**).

All Class Assistants have attended the alcohol safety training course (TIPS) provided by the College. Class Assistants are responsible for setting up your tables and chairs at headquarters on Thursday (or earlier if your class festivities require) and taking them down and stacking them on Sunday. They are also expected to be on duty throughout the weekend, helping with errands and miscellaneous jobs around headquarters as well as tending bar. **Please carefully read the Alcohol section on page 17 for more information about the College's policies.** Most students work Thursday through Sunday. Students are paid hourly by the class: as of January 1, 2021, the rate is \$13.50 per hour (Massachusetts minimum wage); tips are optional, though most classes have traditionally given each assistant at least \$100 as a tip. Your budget should include approximately \$500 to \$600 per Class Assistant depending on the number of hours you plan to have your bar open. Your class liaison can provide historical payment and schedule information

upon request. In February, your class liaison will help you determine how many assistants you need.

By the end of April, we will let the Reunion Chair and the Headquarters Chair know which students have been hired for your class and will provide you with their phone numbers and email addresses. Please contact them as soon as possible and certainly before you arrive. You should plan to hold an initial meeting with your Class Assistants when you arrive on campus, prior to their starting work with your class.

The students' last job will be to make sure all chairs and tables are stacked neatly outside the tent for pickup on Sunday. The tent rental companies dismantle the tents before Facilities collects chairs and tables. We suggest you pay your Class Assistants on Sunday after all the tables and chairs have been stacked and final duties are accomplished.

Class Assistants are hired and trained to take their jobs seriously, and to follow the rules and regulations of Reunion and our college campus. We appreciate the roles that Reunion volunteers play in supporting these students in their important work.

### **Food and Beverage Committee**

This committee is responsible for providing an adequate and timely supply of food/drinks at headquarters.

#### **Food**

If classes wish to supplement the regular meals available for a fee at Valentine, Amherst College Caterers or one of the other approved local caterers (**listed in Appendix G**) may be able to cater at headquarters or supply informal buffets, barbeques and platters for pick-up over the weekend. Food and Beverage Chairs will receive the previous year's menu from Amherst College Catering in the fall; as prices may change, an updated one will also be mailed in the spring. Most classes have an open bar and dinner Friday evening, a continental breakfast Saturday morning, a more formal cocktail reception, dinner and party Saturday evening and a brunch or continental breakfast Sunday morning. Some begin Thursday evening with an optional dinner or a more casual buffet. Classes have found that if an organized gathering and event is planned on Thursday evening, it encourages classmates to arrive early.

#### **Tablecloths and Paper Goods**

Please remember that while the College does provide tables and chairs for your headquarters, it does not provide tablecloths. You should communicate with your caterer to determine what they will be providing. The College strongly encourages the use of compostable tableware, including plates, cups, napkins, and utensils. In addition to food, you can purchase compostable Amherst-branded cups, compostable plates, napkins and utensils, as well as purple disposable tablecloths from Amherst College Catering. Your Class Assistants can pick up more of these items at the Valentine loading dock, when it is open, throughout the weekend. Classes can also source compostable products through caterers and other outside vendors.

## **Ice**

Class Assistants are able to pick up ice from Valentine Catering during set hours for use in soft and mixed drinks. **Ice is not available to cool kegs.** Please arrange with your bar supplier to purchase ice for your kegs. You must also arrange for a cooler to transport ice from Valentine and keep ice cold behind the bar.

## **Beverages**

You will need to decide if you want to offer a full bar throughout the weekend, or simply provide beer, wine and soft drinks. We suggest you order a good supply of soft drinks, bottled water and other non-alcoholic beverages. Many alumni will bring their children to Reunion and will want child-friendly drinks (including non-caffeinated options). Arrangements for all beverages should be made directly with the supplier. Please make arrangements to have your kegs returned or collected at the end of the weekend. The College cannot be responsible for empty keg shells. Class Assistants will be provided with a bar kit from the College with an ice bowl, scoop, bar rag, corkscrew, shot measurer and water pitcher. You should plan for any garnishes you will want behind your bar as well as the equipment to prepare them (knives, cutting boards, etc.).

## **Alcohol: What You Need to Know**

### **Bar Hours**

Bars at headquarters will close no later than 2 a.m., with last call taking place at 1:30 a.m. Guests may remain in the tent/venue, but all bar materials must be secured immediately after bar closure.

### **Who can pour?**

For safety and liability reasons, no alcoholic beverages may be served at functions on College property (including Reunion bars) by anyone except TIPS (Training for Intervention ProcedureS) certified servers. BYOB events are not allowed under College policy. As in past years, Alumni and Parent Programs will hire Class Assistants for you and will ensure that they have undergone TIPS training. You may also hire professional bartenders who are TIPS certified. All alcoholic beverages—including beer, in kegs or otherwise—must be kept behind the bar and be served by a trained person.

### **Who can drink?**

**No one under 21 may be served.** Class Assistants are instructed not to serve any students who *are* 21 or older, unless that student is a guest of the class (your class budget does not need to subsidize the weekend for student workers at Reunion). If you are hosting student guests who are of age and would like them to be served, please let your Class Assistants know and they will card and serve them according to TIPS regulations. It is a state law that parents may *not* serve alcohol to their underage children on a licensed premise, which the campus is.

**IMPORTANT:** Reunion volunteers have a responsibility to back up Class Assistants if they determine that it is unsafe or unwise to further serve a guest. Plan to designate one person each night from your committee who can be a backup to the Class Assistants if they need help managing a classmate who needs to slow or stop their consumption of alcohol in order to be safe. The students will have emergency numbers at their bar including Alumni and Parent Programs staff and Campus Police to call if they have concerns or there is an issue of safety. The College *and your student servers* share potential liability for any alcohol safety issues that may arise.



## **Bar Setup**

Bar setups must be arranged so that bar materials can be stored on a secure back bar (e.g. tent flaps behind an outdoor bar/a wall behind an indoor bar). Food and Beverage Chairs will be provided with diagrams of recommended setups for each headquarters location.

## **Other information**

Cash bars are unlawful without a specific license and cannot be permitted on College property. This includes the selling of tickets separate from a bar but used for redemption at a bar. This does not include the establishment of some charge for beverages incorporated in a class total Reunion fee structure. You can, therefore, include beverages as a budget item—along with food, band, tent, souvenirs, etc.—when setting a class fee.

The Town of Amherst strictly enforces its “open container” law. It prohibits the public consumption or conveyance of alcohol in open containers. Do not walk on the streets or sidewalks or appear on the town common with an alcoholic beverage in your hand. Do not drive with any open containers in your vehicle.

The Town of Amherst requires a license for all kegs. Alumni and Parent Programs will obtain a keg license to cover all Reunion classes.

## **Saturday Banquet Committee**



This committee organizes the most formal and well-attended event of Reunion. Some classes have found that it is easier to have the Food and Beverage Committee take on this function. Banquets are most often held at your headquarters; generally 50th and post-50th Class Banquets are held in Valentine Hall. All banquets held in Valentine are catered by Amherst College Catering. They will help you

choose menus and all other details necessary for a wonderful meal for you and your classmates. If the banquet is at your headquarters, **please refer to Appendix G for more information on local caterers**. You are welcome to contact a caterer that is not on the College’s list of approved caterers, but we will need to be in touch with them regarding certifications and permits. Again, be sure to determine exactly what they will provide for you as part of your contract (tablecloths, beverages, etc.).

In addition to the food, you will need to organize the program for the evening. Featured speakers are often members of the class. All speakers should be encouraged to make their remarks fairly brief. The banquet is also often the time for a short business meeting of the class—including the election or announcement of class officers for the next five years (if applicable) and an announcement of the class gift to date.

## **Entertainment Committee**

This committee is responsible for coordinating music/entertainment at headquarters within the class budget. They work closely with the Recreation Committee to ensure that interests of all age groups are considered and that there are back-up plans (indoor games, alternative entertainment, etc.) in case of rain.

DJs have been used with success by many classes—volume is easily controlled, set-up is nominal, musical selection is varied and the show can move inside if necessary.

Live bands are good too, but space demands are greater and the noise level often higher. **Amherst does not provide pianos or sound equipment for bands.** If you wish to rent a piano or other AV equipment, **contact one of the local vendors noted in Appendix G.**



**Note: Amherst College is in the middle of a residential area and neighbors are not always tolerant of loud music at night. The town of Amherst enforces its bylaw addressing noise (see text below) and loud parties have frequently been shut down, so you should take this into consideration when you plan your entertainment.**

*Unlawful Noises Prohibited:*

*The playing of any radio, phonograph, television set, amplified or musical instruments, loudspeakers, tape recorder or other electronic sound-producing devices, in such a manner or with volume at any time or place so as to annoy or disturb the reasonable quiet, comfort or repose of persons in any dwelling, hotel, hospital or other type of residence, or in any office or of any person in the vicinity.*

*—Town of Amherst Bylaws*

Although there are several first-rate student *a cappella* groups at the College, they are not necessarily available to perform during Reunion. We can provide you with names of the business managers of all the groups and can help with determining who will be on campus during Reunion.

**Expenses incurred for DJs, bands, musical equipment rental, *a cappella* groups and any other general entertainment are the responsibility of the class and should be included in your class budget.**

## **Souvenir Committee**

If the class wants to provide mementos for classmates and, if you so choose, their families, this committee is responsible for doing so. Some classes choose instead to lower their class fee or to spend more of the fee on banquets rather than ordering souvenirs. **Appendix G includes a list of potential suppliers**, though you may of course work with whomever you choose. Amherst College has a trademarked visual identity; Alumni and Parent Programs will provide you with the appropriate high-resolution Amherst artwork or photography for your souvenir. It has been

our experience that souvenirs requiring specific sizes can be difficult to manage. Non-size specific souvenirs are often more successful.

Please Note: Amherst purple is PANTONE 267. Complementing purples are 2627, 2655 and 2645.

If you order from an out-of-town supplier, Alumni and Parent Programs can store your souvenirs until you arrive for Reunion.

Please have these packages sent (Attn. Class of XXXX) to:  
Alumni and Parent Programs, Amherst College  
22 Hitchcock Road  
Amherst, MA 01002

### **Recreation Committee (Optional)**



This committee coordinates outdoor activities either around headquarters or at the athletic facilities. Tennis, squash and swimming are available on campus. Some classes may want to organize softball games, a tennis round-robin or a fun run. If you want to reserve an athletic field or facility on campus, let Alumni and Parent Programs know as soon as possible.

**Nearby golf courses are listed in Appendix G**, should the class wish to host a golf outing during Reunion. Open hours at the Pratt Pool and the Wolff Fitness Center will be listed in the Reunion

program. Some sporting equipment can be requested through Alumni and Parent Programs with advance notice. There is a limited supply of athletic equipment, so put in your request early. The equipment room is not open on Saturday or Sunday, so you will need to arrange what you need with your class liaison. Plan activities for diverse ages, interests and abilities.

This committee should coordinate with the Entertainment and Program Committees in order to avoid scheduling conflicts and to provide alternate activities in the event of bad weather.

### **Questionnaire Committee (Optional)**

This committee is responsible for gathering and disseminating information about the class. More than just a tabulation of the number of spouses, children, jobs, residences, etc., a stimulating report can include such items as political and economic views, national and local concerns, outside interests, hobbies and volunteer activities.

Questionnaire results can be distributed in advance or presented at Reunion. The committee is responsible for tabulating responses and creating a report.

### **Book Editor (for 25th and 50th Reunions)**

The Book Editor works closely with the class liaison and the chosen vendor to organize, edit and oversee the production of the Reunion book, including the collection of submissions and photos from classmates. The Editor has one of the most rewarding jobs on the Reunion committee and also one of the most time-consuming. Reunion books are part of the reason attendance approaches or exceeds 50 percent. These books make fascinating reading and are guaranteed to generate enthusiasm for Reunion. Encouraging classmates to make submissions takes many hours, but the main ingredient for success is a hard-working Editor. Alumni and Parent Programs financially supports publication of the books for the 25th and 50th Reunion classes, as long as at least 50 percent of the class is represented.

Sometimes other Reunion classes have funded and distributed reflections from classmates. These books are printed and bound simply, but can serve the same purpose of generating enthusiasm if they are mailed well in advance of the Reunion.

### **Class Officer Nominations**

Information about class officer nominations will be sent to Reunion Chairs, Presidents and Vice Presidents of all Reunion classes in February. New class officers should be chosen by Reunion, and your class liaison will help to support this effort.

**The outgoing Reunion Chair should confirm the names of the new officers with Alumni and Parent Programs immediately following Reunion.**

## APPENDIX

- A: Reunion Chairs and Class Presidents
- B: Reunion Program Form
- C: Past Reunion Fees
- D: Statistics for Returning Alumni
- E: Sample Registration Form
- F: Class Assistant Statistics
- G: Suppliers and Vendors

## **APPENDIX A**

### **Reunion Chairs**

**Contact information is available online ([www.amherst.edu/mm/321189](http://www.amherst.edu/mm/321189))  
or by contacting Alumni and Parent Programs at 413-542-2313.**

# APPENDIX B

## REUNION 2021 • May 26–30, 2021 • Class Program Information

Reunion Program Chair: \_\_\_\_\_ Class: \_\_\_\_\_

**PROGRAM TITLE:** \_\_\_\_\_

**DESCRIPTION:** Reunion Program Committees are responsible for developing class-sponsored panels and lectures that foster community, connection and intellectual engagement. Please provide a brief (no more than 150 words) program description for publication in the final program. Include participants' names (alpha order), classes, and titles (names are not included in the word count). Program descriptions may be edited to fit the Amherst College Editorial Style Guide and for content.

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*Use the reverse side of this form if you need more space for program information.*

Preferred Location: \_\_\_\_\_ Day and Time: \_\_\_\_\_

**Locations are assigned by the college based on all requests and AV requirements.**

**Class programs will be scheduled on both Friday and Saturday of Reunion.**

**Please tell us if a speaker can speak only at stated day/time.**

### **Program Audio-Visual Needs:**

For specific technical questions related to our audio-visual capabilities, contact John Kunhardt, classroom technology manager, at 413-542-2149 or [jwkunhardt@amherst.edu](mailto:jwkunhardt@amherst.edu).

Please put an "x" next to the equipment you are requesting.

\_\_\_\_ P.A. System (microphone depends on size of lecture room)

\_\_\_\_ LCD Projector/Screen (select locations only)

\_\_\_\_ Sound for LCD presentation

\_\_\_\_ DVD/Projector or TV

\_\_\_\_ I will require a college computer for my presentation. (Please bring presentation on USB drive. Classroom computers can read both Mac and PC files)

\_\_\_\_ I will bring my own laptop for my presentation. (If using Mac – bring your VGA adapter.)

Other: \_\_\_\_\_

**Additional Needs:** *(tables, chairs and water/glasses will be provided)*

\_\_\_\_ Lectern    \_\_\_\_ White Board/Chalk Board    Other: \_\_\_\_\_

Alumni and Parent Programs will coordinate all requests and prepare the final schedule based on room and equipment requirements/availability, competing or compatible subject matter, etc.

**PLEASE RETURN (preferably by email) by Monday, March 1, 2021 to:**  
**Amherst College • Alumni and Parent Programs • PO Box 5000, Amherst, MA 01002-5000**  
**(413) 542-2313 office • (413) 542-2042 fax • [reunion@amherst.edu](mailto:reunion@amherst.edu)**

**APPENDIX C**  
**Past Reunion Fees**

Reunion Year	5th	10th	15th	20th	25th	30th	35th
<b>2020</b>	\$130 alumni/ae	\$145 alumni/ae	\$135 alumni/ae	\$175 alumni/ae	\$200 alumni/ae	\$225 alumni/ae	\$200 alumni/ae
	\$130 adult guests	\$145 adult guests	\$135 adult guests	\$100 adult guests	\$125 adult guests	\$150 adult guests	\$200 adult guests
	\$0 widow/ers	\$145 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$200 widow/ers
	\$130 guests 16-17	\$145 guests 16-17	\$135 guests 16-17	\$80 guests 16-17	\$125 guests 16-17	\$150 guests 16-17	\$200 guests 16-17
	\$0 children 15 and under	\$0 children 15 and under	\$20 children 4-15 \$0 children 3 and under	\$30 children 4-15 \$0 children 3 and under	\$20 children 4-15 \$0 children 3 and under	\$50 children 11-15 \$0 children 10 and under	\$75 children 4-15 \$0 children 3 and under
<b>2019</b>	\$130 alumni/ae	\$140 alumni/ae	\$140 alumni/ae	\$175 alumni/ae	\$225 alumni/ae	\$200 alumni/ae	\$200 alumni/ae
	\$130 adult guests	\$140 adult guests	\$140 adult guests	\$135 adult guests	\$150 adult guests	\$100 adult guests	\$200 adult guests
	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$200 widow/ers
	\$0 children 15 and under	\$0 children 15 and under	\$20 children 4-15 \$0 children 3 and under	\$20 children 4-15 \$0 children 3 and under	\$35 children 4-15 \$0 children 3 and under	\$25 children 4-15 \$0 children 10 and under	\$75 children 11-15 \$0 children 10 and under
	<b>2018</b>	\$145 alumni/ae	\$130 alumni/ae	\$135 alumni/ae	\$175 alumni/ae	\$225 alumni/ae	\$225 alumni/ae
\$145 adult guests		\$130 adult guests	\$135 adult guests	\$98 adult guests	\$150 adult guests	\$150 adult guests	\$250 adult guests
\$0 widow/ers		\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers
\$0 children 15 and under		\$0 children 15 and under	\$20 children 4-15 \$0 children 3 and under	\$10 children 4-15 \$0 children 3 and under	\$35 children 4-15 \$0 children 3 and under	\$35 children 11-15 \$0 children 10 and under	\$75 children 15 and under
<b>2017</b>		\$125 alumni/ae	\$130 alumni/ae	\$130 alumni/ae	\$175 alumni/ae	\$225 alumni/ae	\$215 alumni/ae
	\$125 adult guests	\$130 adult guests	\$130 adult guests	\$97 adult guests	\$125 adult guests	\$150 adult guests	\$150 adult guests
	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$150 widow/ers
	\$0 children 15 and under	\$0 children 15 and under	\$25 children 4-15 \$0 children 3 and under	\$10 children 4-15 \$0 children 3 and under	\$35 children 4-15 \$0 children 3 and under	\$35 children 11-15 \$0 children 10 and under	\$50 children 4-15 \$0 children 3 and under
	<b>2016</b>	\$125 alumni/ae	\$120 alumni/ae	\$130 alumni/ae	\$175 alumni/ae	\$225 alumni/ae	\$200 alumni/ae
\$125 adult guests		\$120 adult guests	\$130 adult guests	\$96 adult guests	\$125 adult guests	\$150 adult guests	\$125 adult guests
\$0 widow/ers		\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$125 widow/ers
\$0 children 15 and under		\$0 children 15 and under	\$25 children 4-15 \$0 children 3 and under	\$10 children 4-15 \$0 children 3 and under	\$35 children 4-15 \$0 children 3 and under	\$35 children 11-15 \$0 children 10 and under	\$25 children 4-15 \$0 children 3 and under
<b>2015</b>		\$125 alumni/ae	\$130 alumni/ae	\$100 alumni/ae	\$175 alumni/ae	\$225 alumni/ae	\$185 alumni/ae
	\$125 adult guests	\$130 adult guests	\$100 adult guests	\$95 adult guests	\$125 adult guests	\$110 adult guests	\$150 adult guests
	\$0 widow/ers	\$0 widow/ers	\$100 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$150 widow/ers
	\$0 children 15 and under	\$50 children 11-15 \$0 children 10 and under	\$0 children 15 and under	\$10 children 4-15 \$0 children 3 and under	\$35 children 11-15 \$0 children 10 and under	\$30 children 11-15 \$0 children 10 and under	\$75 children 15 and under
	<b>2014</b>	\$125 alumni/ae	\$130 alumni/ae	\$130 alumni/ae	\$175 alumni/ae	\$200 alumni/ae	\$175 alumni/ae
\$125 adult guests		\$130 adult guests	\$130 adult guests	\$94 adult guests	\$100 adult guests	\$125 adult guests	\$195 adult guests
\$0 widow/ers		\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers	\$0 widow/ers
\$0 children 15 and under		\$50 children 11-15 \$0 children 10 and under	\$25 children 15 and under	\$10 children 4-15 \$0 children 3 and under	\$25 children 4-15 \$0 children 3 and under	\$35 children 11-15 \$0 children 10 and under	\$75 children 15 and under



**APPENDIX C**  
**Past Reunion Fees**

Reunion Year	40th	45th	50th	55th	60th	65th	70th
<b>2020</b>	\$210 alumni/ae \$150 guest alumni/ae \$165 adult guests \$0 widow/ers \$140 guests 16-17 \$80 children 4-10 \$0 children 3 and under	\$200 alumni/ae \$200 adult guests \$0 widow/ers \$200 guests 16-17 \$100 children 11-15 \$0 children 10 and under	\$250 alumni/ae \$200 adult guests \$0 widow/ers \$200 guests 16-17 \$75 children 4-15 \$0 children 3 and under	\$250 alumni/ae \$100 adult guests \$0 widow/ers \$0 guests 16-17 \$0 children 15 and under	\$90 alumni/ae \$90 adult guests \$0 widow/ers \$0 guests 16-17 \$0 children 15 and under	\$55 alumni/ae \$55 adult guests \$0 widow/ers \$0 guests 16-17 \$0 children 15 and under	\$0 alumni/ae \$0 adult guests \$0 widow/ers \$0 guests 16-17 \$0 children 15 and under
<b>2019</b>	\$235 alumni/ae \$235 adult guests \$0 widow/ers \$75 children 15 and under	\$210 alumni/ae \$210 adult guests \$0 widow/ers \$100 children 11-15 \$0 children 10 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$175 alumni/ae \$175 adult guests \$0 widow/ers \$0 children 15 and under	\$75 alumni/ae \$75 adult guests \$0 widow/ers \$0 children 15 and under	\$35 alumni/ae \$35 adult guests \$0 widow/ers \$0 children 15 and under	\$0 alumni/ae \$0 adult guests \$0 widow/ers \$0 children 15 and under
<b>2018</b>	\$200 alumni/ae \$150 adult guests \$0 widow/ers \$50 children 4-15 \$0 children 3 and under	\$225 alumni/ae \$175 adult guests \$100 widow/ers \$100 children 4-15 \$0 children 3 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$175 alumni/ae \$175 adult guests \$0 widow/ers \$0 children 15 and under	\$130 alumni/ae \$130 adult guests \$0 widow/ers \$0 children 15 and under	\$70 alumni/ae \$70 adult guests \$0 widow/ers \$0 children 15 and under	attended in 2017
<b>2017</b>	\$200 alumni/ae \$150 adult guests \$0 widow/ers \$50 children 4-15 \$0 children 3 and under	\$210 alumni/ae \$210 adult guests \$0 widow/ers \$100 children 11-15 \$0 children 10 and under	\$210 alumni/ae \$190 adult guests \$0 widow/ers \$100 children 11-15 \$0 children 10 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$140 alumni/ae \$140 adult guests \$0 widow/ers \$0 children 15 and under	\$70 alumni/ae \$70 adult guests \$0 widow/ers \$0 children 15 and under	\$0 alumni/ae \$0 adult guests \$0 widow/ers \$0 children 15 and under
<b>2016</b>	\$200 alumni/ae \$150 adult guests \$100 widow/ers \$75 children 11-15 \$0 children 10 and under	\$190 alumni/ae \$190 adult guests \$0 widow/ers \$0 children 15 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$175 alumni/ae \$175 adult guests \$0 widow/ers \$0 children 15 and under	\$125 alumni/ae \$125 adult guests \$0 widow/ers \$0 children 15 and under	\$95 alumni/ae \$95 adult guests \$0 widow/ers \$0 children 15 and under	\$70 alumni/ae \$70 adult guests \$70 widow/ers \$0 children 15 and under
<b>2015</b>	\$200 alumni/ae \$200 adult guests \$100 widow/ers \$100 children 11-15 \$0 children 10 and under	\$185 alumni/ae \$125 adult guests \$125 widow/ers \$0 children 15 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$175 alumni/ae \$175 adult guests \$0 widow/ers \$0 children 15 and under	\$150 alumni/ae \$150 adult guests \$0 widow/ers \$0 children 15 and under	\$0 alumni/ae \$0 adult guests \$0 widow/ers \$0 children 15 and under	\$35 alumni/ae \$35 adult guests \$35 widow/ers \$0 children 15 and under
<b>2014</b>	\$160 alumni/ae \$160 adult guests \$0 widow/ers \$50 children 11-15 \$0 children 10 and under	\$225 alumni/ae \$200 adult guests \$0 widow/ers \$0 children 15 and under	\$250 alumni/ae \$250 adult guests \$0 widow/ers \$0 children 15 and under	\$175 alumni/ae \$175 adult guests \$0 widow/ers \$0 children 15 and under	\$140 alumni/ae \$140 adult guests \$0 widow/ers \$0 children 15 and under	\$100 alumni/ae \$100 adult guests \$0 widow/ers \$0 children 15 and under	\$70 alumni/ae \$70 adult guests \$70 widow/ers \$0 children 15 and under

**APPENDIX D**  
**Reunion Attendance Statistics**

65TH REUNION							60TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	1954	113	30	<b>26.5%</b>	24	54	2019	1959	211	66	<b>31.3%</b>	42	108
2018	1953	124	24	<b>19.4%</b>	21	45	2018	1958	187	56	<b>29.9%</b>	32	88
2017	1952	141	19	<b>13.5%</b>	15	34	2017	1957	187	67	<b>35.8%</b>	52	119
2016	1951	118	26	<b>22.0%</b>	21	47	2016	1956	187	75	<b>40.1%</b>	52	127
							2015	1955	190	60	<b>31.6%</b>	46	106
							2014	1954	147	58	<b>39.5%</b>	55	113
							2013	1953	156	60	<b>38.5%</b>	46	106
							2012	1952	169	43	<b>25.4%</b>	37	80
							2011	1951	142	51	<b>35.9%</b>	41	92
							2010	1950	223	46	<b>20.6%</b>	39	85
							2009	1949	142	36	<b>25.4%</b>	28	64
							2008						
							2007	1947/48	119	18	<b>15.1%</b>	15	33
							2006	1946	116	31	<b>26.7%</b>	8	39
							2005	1945	101	28	<b>27.7%</b>	13	41
							2004	1944	93	36	<b>38.7%</b>	14	50
							2003	1943	122	49	<b>40.2%</b>	22	71
							2002	1942	103	44	<b>42.7%</b>	26	70
							2001	1941	102	39	<b>38.2%</b>	25	64
							2000	1940	96	38	<b>39.6%</b>	23	61
							1999	1939	105	40	<b>38.1%</b>	40	80
							1998	1938	89	28	<b>31.5%</b>	23	51
							1997	1937	92	32	<b>34.8%</b>	23	55
							1996	1936	89	40	<b>44.9%</b>	23	63
							1995	1935	74	27	<b>36.5%</b>	21	48

**APPENDIX D**  
**Reunion Attendance Statistics**

55TH REUNION							50TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	1964	241	58	<b>24.1%</b>	34	92	2019	1969	290	128	<b>44.1%</b>	80	208
2018	1963	220	49	<b>22.3%</b>	28	77	2018	1968	283	133	<b>47.0%</b>	84	217
2017	1962	205	67	<b>32.7%</b>	51	118	2017	1967	285	130	<b>45.6%</b>	86	216
2016	1961	211	56	<b>26.5%</b>	38	94	2016	1966	254	120	<b>47.2%</b>	71	191
2015	1960	220	76	<b>34.5%</b>	48	124	2015	1965	223	117	<b>52.5%</b>	66	183
2014	1959	216	73	<b>33.8%</b>	58	131	2014	1964	235	138	<b>58.7%</b>	91	229
2013	1958	181	59	<b>32.6%</b>	47	106	2013	1963	217	113	<b>52.1%</b>	77	190
2012	1957	196	66	<b>33.7%</b>	55	121	2012	1962	200	119	<b>59.5%</b>	103	222
2011	1956	201	72	<b>35.8%</b>	49	121	2011	1961	206	115	<b>55.8%</b>	84	199
2010	1955	223	67	<b>30.0%</b>	56	123	2010	1960	229	125	<b>54.6%</b>	101	226
2009	1954	170	62	<b>36.5%</b>	53	115	2009	1959	240	136	<b>56.7%</b>	105	241
2008	1953	188	60	<b>31.9%</b>	48	108	2008	1958	198	142	<b>71.7%</b>	109	251
2007	1952	199	66	<b>33.2%</b>	48	114	2007	1957	217	139	<b>64.1%</b>	111	250
2006	1951	175	63	<b>36.0%</b>	25	88	2006	1956	209	151	<b>72.2%</b>	57	208
2005	1950	270	94	<b>34.8%</b>	57	151	2005	1955	243	139	<b>57.2%</b>	83	222
2004	1949	163	41	<b>25.2%</b>	9	50	2004	1954	190	126	<b>66.3%</b>	35	161
2003	1948	66	6	<b>9.1%</b>	2	8	2003	1953	204	114	<b>55.9%</b>	83	197
2002	1947	47	12	<b>25.5%</b>	7	19	2002	1952	212	130	<b>61.3%</b>	86	216
2001	1946	146	35	<b>24.0%</b>	20	55	2001	1951	197	109	<b>55.3%</b>	56	165
2000	1945	134	44	<b>32.8%</b>	36	80	2000	1950	302	178	<b>58.9%</b>	127	305
1999	1944	133	47	<b>35.3%</b>	46	93	1999	1949	197	73	<b>37.1%</b>	66	139
1998	1943	146	63	<b>43.2%</b>	49	112	1998	47/48	137	19	<b>13.9%</b>	15	34
1997	1942	127	45	<b>35.4%</b>	29	74	1997	47/48	141	63	<b>44.7%</b>	43	106
1996	1941	130	49	<b>37.7%</b>	29	78	1996	1946	170	77	<b>45.3%</b>	24	101
1995	1940	136	42	<b>30.9%</b>	35	77	1995	1945	170	79	<b>46.5%</b>	47	126

## APPENDIX D

### Reunion Attendance Statistics

45TH REUNION							40TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	1974	317	62	19.6%	24	86	2019	1979	353	90	25.5%	33	123
2018	1973	317	59	18.6%	21	80	2018	1978	358	92	25.7%	34	126
2017	1972	278	65	23.4%	39	104	2017	1977	373	76	20.4%	37	113
2016	1971	302	63	20.9%	27	90	2016	1976	326	98	30.1%	41	139
2015	1970	291	100	34.4%	43	143	2015	1975	298	92	31.0%	39	131
2014	1969	283	90	31.8%	59	149	2014	1974	302	97	32.1%	45	142
2013	1968	268	50	18.7%	26	76	2013	1973	300	76	25.3%	36	112
2012	1967	277	68	24.5%	46	114	2012	1972	277	81	29.2%	50	131
2011	1966	259	60	23.2%	36	96	2011	1971	282	91	32.3%	35	126
2010	1965	232	55	23.7%	28	83	2010	1970	299	132	44.1%	56	188
2009	1964	234	64	27.4%	40	104	2009	1969	295	71	24.1%	53	124
2008	1963	230	67	29.1%	42	109	2008	1968	276	68	24.6%	42	110
2007	1962	211	65	30.8%	33	98	2007	1967	283	66	23.3%	38	104
2006	1961	214	61	28.5%	25	86	2006	1966	270	77	28.5%	38	115
2005	1960	236	76	32.2%	37	113	2005	1965	232	74	31.9%	22	96
2004	1959	227	82	36.1%	18	100	2004	1964	227	66	29.1%	25	91
2003	1958	211	75	35.5%	48	123	2003	1963	237	76	32.0%	39	115
2002	1957	228	100	43.9%	57	157	2002	1962	214	86	40.2%	55	141
2001	1956	217	106	48.8%	44	150	2001	1961	227	90	39.6%	58	148
2000	1955	250	99	39.6%	69	168	2000	1960	249	97	39.0%	62	159
1999	1954	211	109	51.7%	80	189	1999	1959	264	112	42.4%	88	200
1998	1953	213	88	41.3%	63	151	1998	1958	222	112	50.5%	73	185
1997	1952	238	89	37.4%	37	126	1997	1957	241	115	47.7%	41	156
1996	1951	211	89	42.2%	29	118	1996	1956	228	103	45.2%	55	158
1995	1950	341	111	32.6%	53	164	1995	1955	266	93	35.0%	50	143

**APPENDIX D**  
**Reunion Attendance Statistics**

35TH REUNION							30TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	1984	429	139	32.4%	42	181	2019	1989	453	135	29.8%	67	202
2018	1983	420	108	27.7%	25	133	2018	1988	431	93	21.6%	71	164
2017	1982	406	102	25.1%	30	132	2017	1987	415	84	20.2%	47	131
2016	1981	424	129	30.4%	29	158	2016	1986	392	91	23.2%	50	141
2015	1980	413	98	23.7%	41	139	2015	1985	369	82	22.2%	74	156
2014	1979	335	66	19.7%	32	98	2014	1984	412	161	39.1%	130	291
2013	1978	341	70	20.5%	32	102	2013	1983	399	93	23.3%	40	133
2012	1977	357	64	17.9%	31	95	2012	1982	389	94	24.2%	55	149
2011	1976	313	63	20.1%	34	97	2011	1981	409	100	24.4%	66	166
2010	1975	300	58	19.3%	25	83	2010	1980	417	82	19.7%	59	141
2009	1974	305	63	20.7%	39	102	2009	1979	350	60	17.1%	41	101
2008	1973	306	63	20.6%	30	93	2008	1978	349	67	19.2%	46	113
2007	1972	280	64	22.9%	44	108	2007	1977	360	66	18.3%	56	122
2006	1971	285	68	23.9%	28	96	2006	1976	313	63	20.1%	23	86
2005	1970	306	116	37.9%	40	156	2005	1975	308	75	24.4%	55	130
2004	1969	278	76	27.3%	31	107	2004	1974	284	73	25.7%	36	109
2003	1968	284	45	15.8%	26	71	2003	1973	308	57	18.5%	29	86
2002	1967	291	63	21.6%	45	108	2002	1972	280	54	19.3%	58	112
2001	1966	277	61	22.0%	37	98	2001	1971	293	63	21.5%	50	113
2000	1965	236	64	27.1%	42	106	2000	1970	309	96	31.1%	82	178
1999	1964	246	61	24.8%	49	110	1999	1969	298	86	28.9%	103	189
1998	1963	239	56	23.4%	38	94	1998	1968	286	69	24.1%	61	130
1997	1962	222	104	46.8%	40	144	1997	1967	291	87	29.9%	52	139
1996	1961	229	70	30.6%	34	104	1996	1966	278	88	31.7%	64	152
1995	1960	253	70	27.7%	51	121	1995	1965	239	80	33.5%	38	118

**APPENDIX D**  
**Reunion Attendance Statistics**

25TH REUNION							20TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	1994	416	163	39.2%	180	343	2019	1999	421	90	21.4%	80	170
2018	1993	450	171	38.0%	217	388	2018	1998	430	95	22.1%	122	217
2017	1992	377	135	35.8%	129	264	2017	1997	429	109	25.4%	170	279
2016	1991	446	160	35.9%	180	340	2016	1996	414	127	30.7%	139	266
2015	1990	415	177	42.7%	191	368	2015	1995	408	120	29.4%	164	284
2014	1989	436	180	41.3%	288	468	2014	1994	406	127	31.3%	198	325
2013	1988	415	157	37.8%	167	324	2013	1993	438	105	24.0%	147	252
2012	1987	396	166	41.9%	184	350	2012	1992	361	118	32.7%	163	281
2011	1986	376	169	44.9%	223	392	2011	1991	437	120	27.5%	160	280
2010	1985	367	181	49.3%	222	403	2010	1990	416	146	35.1%	168	314
2009	1984	414	195	47.1%	208	403	2009	1989	435	133	30.6%	178	311
2008	1983	411	174	42.3%	164	338	2008	1988	420	112	26.7%	170	282
2007	1982	393	170	43.3%	132	302	2007	1987	401	75	18.7%	95	170
2006	1981	411	185	45.0%	120	305	2006	1986	379	90	23.7%	99	189
2005	1980	414	177	42.8%	209	386	2005	1985	365	121	33.2%	137	258
2004	1979	312	119	38.1%	101	220	2004	1984	405	142	35.1%	189	331
2003	1978	340	139	40.9%	150	289	2003	1983	390	105	26.9%	107	212
2002	1977	364	131	36.0%	127	258	2002	1982	398	127	31.9%	122	249
2001	1976	317	112	35.3%	121	233	2001	1981	415	101	24.3%	116	217
2000	1975	308	141	45.8%	140	281	2000	1980	419	126	30.1%	184	310
1999	1974	312	117	37.5%	131	248	1999	1979	356	77	21.6%	126	203
1998	1973	309	115	37.2%	124	239	1998	1978	337	102	30.3%	117	219
1997	1972	281	119	42.3%	105	224	1997	1977	359	104	29.0%	105	209
1996	1971	291	129	44.3%	84	213	1996	1976	328	65	19.8%	57	122
1995	1970	310	130	41.9%	155	285	1995	1975	309	87	28.2%	78	165

**APPENDIX D**  
**Reunion Attendance Statistics**

15TH REUNION							10TH REUNION						
Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees	Reunion Year	Class Year	Total # in Class	# of Returning Alumni	% of Returning Alumni	# of Guests	Total Attendees
2019	2004	448	93	20.8%	90	183	2019	2009	444	167	37.6%	67	234
2018	2003	417	83	19.9%	69	152	2018	2008	464	172	37.1%	90	262
2017	2002	447	103	23.0%	115	218	2017	2007	430	132	30.7%	49	181
2016	2001	464	101	21.8%	88	189	2016	2006	430	122	28.4%	47	169
2015	2000	424	60	14.2%	83	143	2015	2005	419	84	20.0%	50	134
2014	1999	407	61	15.0%	81	142	2014	2004	434	127	29.3%	87	214
2013	1998	421	57	13.5%	60	117	2013	2003	411	133	32.4%	63	196
2012	1997	419	95	22.7%	112	207	2012	2002	444	158	35.6%	76	234
2011	1996	407	80	19.7%	85	165	2011	2001	452	163	36.1%	74	237
2010	1995	410	99	24.1%	111	210	2010	2000	431	140	32.5%	56	196
2009	1994	411	78	19.0%	92	170	2009	1999	408	105	25.7%	56	161
2008	1993	439	104	23.7%	128	232	2008	1998	422	144	34.1%	77	221
2007	1992	366	64	17.5%	85	149	2007	1997	421	144	34.2%	70	214
2006	1991	436	91	20.9%		91	2006	1996	408	134	32.8%	61	195
2005	1990	416	112	26.9%	87	199	2005	1995	404	132	32.7%	60	192
2004	1989	426	90	21.1%	99	189	2004	1994	389	130	33.4%	58	188
2003	1988	395	75	19.0%	61	136	2003	1993	426	155	36.4%	95	250
2002	1987	400	80	20.0%	111	191	2002	1992	362	137	37.8%	104	241
2001	1986	383	67	17.5%	60	127	2001	1991	438	148	33.8%	79	227
2000	1985	374	70	18.7%	93	163	2000	1990	424	167	39.4%	95	262
1999	1984	411	144	35.0%	204	348	1999	1989	435	167	38.4%	144	311
1998	1983	413	88	21.3%	95	183	1998	1988	410	132	32.2%	66	198
1997	1982	392	96	24.5%	71	167	1997	1987	404	129	31.9%	53	182
1996	1981	407	123	30.2%	78	201	1996	1986	383	115	30.0%	66	181
1995	1980	428	85	19.9%	105	190	1995	1985	380	106	27.9%	75	181

**APPENDIX D**  
**Reunion Attendance Statistics**

<b>5TH REUNION</b>						
<b>Reunion Year</b>	<b>Class Year</b>	<b>Total # in Class</b>	<b># of Returning Alumni</b>	<b>% of Returning Alumni</b>	<b># of Guests</b>	<b>Total Attendees</b>
2019	2014	485	194	<b>40.0%</b>	17	211
2018	2013	482	189	<b>39.2%</b>	24	213
2017	2012	469	158	<b>33.7%</b>	10	168
2016	2011	488	193	<b>39.5%</b>	19	212
2015	2010	435	149	<b>34.3%</b>	41	190
2014	2009	433	197	<b>45.5%</b>	49	246
2013	2008	457	172	<b>37.6%</b>	16	188
2012	2007	422	168	<b>39.8%</b>	11	179
2011	2006	428	149	<b>34.8%</b>	12	161
2010	2005	421	122	<b>29.0%</b>	10	132
2009	2004	441	160	<b>36.3%</b>	13	173
2008	2003	417	193	<b>46.3%</b>	12	205
2007	2002	440	150	<b>34.1%</b>	15	165
2006	2001	456	191	<b>41.9%</b>	9	200
2005	2000	430	144	<b>33.5%</b>	19	163
2004	1999	379	86	<b>22.7%</b>	9	95
2003	1998	417	137	<b>32.9%</b>	25	162
2002	1997	407	162	<b>39.8%</b>	35	197
2001	1996	418	156	<b>37.3%</b>	41	197
2000	1995	413	156	<b>37.8%</b>	31	187
1999	1994	412	184	<b>44.7%</b>	34	218
1998	1993	441	170	<b>38.5%</b>	28	198
1997	1992	376	190	<b>50.5%</b>	20	210
1996	1991	446	178	<b>39.9%</b>	31	209
1995	1990	426	118	<b>27.7%</b>	19	137



**APPENDIX E – Sample Registration Form**  
*To pay by credit card, register online at [www.amherst.edu/go/reunion](http://www.amherst.edu/go/reunion)*  
**Amherst College Class of XXXX - XXth Reunion**  
**2021 Reunion Registration Form**

**Name:** \_\_\_\_\_  
*First Name M.I. Last Name Class Year*

**Address:** \_\_\_\_\_  
*Street City State Zip*

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**I/we expect to arrive on campus:**

**Date of arrival: (please circle one)** Wednesday, May 26    Thursday, May 27    Friday, May 28    Saturday, May 29

**Time of arrival: (please circle one)** Before 6 p.m.    After 6 p.m.

**GUEST INFORMATION: Please list the names of your guests. If any guests are Amherst alumni, please list their class year. For guests 17 and under, please include their birth dates.**

<i>Name</i>	<i>Class Year</i>	<i>*Birth date (for guests 17 and under only)</i>
<i>Name</i>	<i>Class Year</i>	<i>*Birth date (for guests 17 and under only)</i>
<i>Name</i>	<i>Class Year</i>	<i>*Birth date (for guests 17 and under only)</i>

**CLASS FEES: Class fees include: X**

\$xxx	Registering alumnus/a	# people _____	x	\$xxx	= \$ _____
\$xxx	Adult guests	# people _____	x	\$xxx	= \$ _____
\$xxx	Widow/ers	# people _____	x	\$xxx	= \$ _____
\$xx	Children aged 13-17	# people _____	x	\$xx	= \$ _____
\$xx	Children aged 4-12	# people _____	x	\$xx	= \$ _____
\$xx	Children 3 and under	# people _____	x	\$xx	= \$ _____

**Total Due for Class Fees: \$ \_\_\_\_\_**

**EMERGENCY CONTACT INFORMATION: Please provide the name and telephone number of the person you would like us to contact should an emergency occur while you are on campus.**

<i>Name</i>	<i>Relationship</i>	<i>Telephone Number</i>
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**CHILDREN'S REUNION EVENING PROGRAM: Learn more about the Children's Reunion Evening Program on our website: [amherst.edu/alumni/children](http://amherst.edu/alumni/children).**

**Amherst College 2021 Reunion Registration (continued)**

**ON-CAMPUS HOUSING:** Alumni and their guests will be placed in their class headquarters as much as possible (first come, first served). If the class headquarters is full, alumni will be placed in another building, as close by as we can manage. The residence halls on the main quad are mostly doubles and alumni and their guests will be housed together in the same room. Most other residence halls on campus are singles, so alumni and their guests will be housed in adjacent rooms in these buildings. If your class headquarters is on the main quad and you are attending without a guest, but would like to be housed with a friend in a double room, please include that information below. If no such request is made, you will not be assigned a roommate.

**Please remember:** Residence hall rooms are functional (extra-long twin-size beds, sheets, towels, a pillow and a blanket are provided). There are no rooms with private baths. All residence halls and houses are non-smoking. The residence halls are not air-conditioned, and we encourage you to bring a fan. You will receive a confirmation of your room reservation when you register; however, you will not receive your room assignment until you arrive on campus.

Please indicate how many people in your party will be staying on campus for each night of Reunion, then multiply the total rate for each category to calculate your total amount due. If you are bringing a portable crib or an inflatable mattress for a child or guest, you do not need to include them on the form below.

	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Total</u>	
Total attendees 11 and older:	_____	_____	_____	_____	= _____	x \$35 = _____
Children ages 4-10:	_____	_____	_____	_____	= _____	x \$10 = _____
Children under 3 who require a cot:	_____	_____	_____	_____	= _____	x \$0 = _____

**Total due for On-Campus Housing: \$ \_\_\_\_\_**

**OFF-CAMPUS ACCOMMODATIONS:** Please check here if you do not require on-campus housing, and let us know where you will be staying:

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**ACCESSIBILITY/HOUSING PREFERENCES:**

Please indicate accessibility needs or concerns that you would like us to be aware of:

List any classmates you would like to be housed near, if possible:

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**TOTAL BALANCE DUE:**

Total Class Fees (page one): \$ \_\_\_\_\_

+ Total Housing Fees (above): \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**Check Payments:** Make checks payable to Amherst College - Class of XXXX, and mail to:  
Amherst College Reunion Registration, Alumni and Parent Programs, P.O. Box 5000, Amherst, MA 01002

**The cancellation deadline is May 15.**

Class fee refunds after that date will be at the discretion of the class; no housing fees will be refunded after that date.

**QUESTIONS?**

Please contact the Office of Alumni and Parent Programs at (413) 542-2313 or reunion@amherst.edu.

**APPENDIX F**  
**Number of Class Assistants by Reunion Class**

	Reunion 2019	Reunion 2018	Reunion 2017	Reunion 2016	Reunion 2015	Reunion 2014	Reunion 2013	Reunion 2012	Reunion 2011	Reunion 2010	Reunion 2009
	Class #	Class #	Class #	Class #	Class #	Class #	Class #	Class #	Class #	Class #	Class #
<b>70th/65th/Post-60th</b>	1949/53/Post 60th 2	1953/Post 60th 2	1942/43/47/48 2	1951/1946 2	1950/1945 2	1949/1944 2	1943/Post 60th 2	1942/43/47/48 3	1941/43/46 3	1940/43/45 3	1943 2
<b>60th</b>	1959 2	1958 2	1957 2	1956 3	1955 2	1954 2	1953 2	1952 2	1951 2	1950 2	1947/48* 1
<b>55th</b>	1964 2	1963 2	1962 3	1961 3	1960 2	1959 3	1958 3	1957 3	1956 3	1955 1	1954 2
<b>50th</b>	1969 5	1968 5	1967 5	1966 5	1965 5	1964 5	1963 5	1962 5	1961 5	1960 5	1959 2
<b>45th</b>	1974 2	1973 2	1972 3	1971 3	1970 3	1969 3	1968 2	1967 2	1966 2	1965 3	1964 2
<b>40th</b>	1979 3	1978 4	1977 3	1976 3	1975 3	1974 4	1973 2	1972 3	1971 5	1970 2	1969 3
<b>35th</b>	1984 3	1983 5	1982 4	1981 4	1980 4	1979 3	1978 4	1977 3	1976 3	1975 2	1974 3
<b>30th</b>	1989 7	1988 3	1987 3	1986 4	1985 3	1984 3	1983 3	1982 3	1981 3	1980 3	1979 3
<b>25th</b>	1994 6	1993 6	1992 6	1991 6	1990 6	1989 6	1988 5	1987 5	1986 5	1985 5	1984 5
<b>20th</b>	1999 4	1998 3	1997 3	1996 3	1995 3	1994 3	1993 3	1992 3	1991 3	1990 4	1989 4
<b>15th</b>	2004 3	2003 3	2002 3	2001 3	2000 3	1999 3	1998 3	1997 3	1996 3	1995 3	1994 3
<b>10th</b>	2009 4	2008 3	2007 3	2006 3	2005 3	2004 3	2003 4	2002 3	2001 3	2000 3	1999 3
<b>5th</b>	2014 4	2013 2	2012 4	2011 4	2010 4	2009 5	2008 3	2007 3	2006 3	2005 3	2004 3
<b>Floater</b>	4	4	5	2	7	5	6	4	3	1	
<b>Young Alumni</b>						12-'13					06-'08 3

\*1947 and 1948 held joint reunions in 2017 and 2009.

## APPENDIX G

### Suppliers and Vendors

Additional vendor information is available online ([www.amherst.edu/mm/79571](http://www.amherst.edu/mm/79571)).

#### Athletics

All requests for the use of College resources (athletic equipment and fields) should be submitted to your class liaison in the Alumni Office.

#### Audio Visual

Klondike Sound	Greenfield	413-772-2900	klondikesound.com	info@klondikesound.com
Wassmann Audio Video, Inc. Amherst College*	Whately	800-286-9744 contact your class liaison	wassmannav.com	wassmannav@wassmannav.com

\*In most cases the College will supply audio visual equipment for programs during the day, unless the request is very unusual. Some equipment from the College may be available for headquarters if an individual accepts full responsibility for loss or damage.

#### Beverages

**(the businesses listed will deliver to the Amherst campus unless otherwise noted.)**

Amherst Wines and Spirits	Amherst	413-549-0900	amherstwines.com	
Four Seasons Wine and Liquor	Hadley	413-584-8174	fourseasonswine.com	
Liquors 44	Hadley	413-253-9344	liquors44.com	
Russell's Package Store	Amherst	413-253-5441		
The People's Pint: Alden Booth '83 (kegs only)	Greenfield	413-773-0333	thepeoplespint.com	alden@thepeoplespint.com

#### Caterers

**Note: Any caterer working on campus must be licensed to cater in the Town of Amherst and be approved by the College. This approval process is managed by the College's Environmental Health and Safety department. Visit the list of approved caterers for full details: <https://www.amherst.edu/mm/575339>. The businesses listed vary in price; be sure to**

Amherst College Catering	Amherst College	413-542-2842	amherst.edu/campuslife/dining/catering	
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Full List Approved Caterers: <https://www.amherst.edu/mm/575339>

#### Decorations

Accent Banner (banners)	Medford	800-367-3710	accentbanner.com	info@accentbanner.com
Atkins Farms Country Market	Amherst	413-253-9528	atkinsfarms.com	info@atkinsfarms.com
Big Y (balloons, flowers, paper goods)	Amherst	413-253-0416	bigy.com	
Michaels	Hadley	413-582-0784	michaels.com	
Stop & Shop (balloons, flowers, paper goods)	Hadley	413-253-3227	stopandshop.com	
Sunraise Printing (banners)	Hadley	413-586-7133	sunraiseprinting.com	
Target	Hadley	413-586-5945	target.com	
Walmart	Hadley	413-586-4231	walmart.com	

#### Entertainment

##### Amherst College a cappella groups:

Sabrinas, Blue Stockings, DQ, Route 9, Zumbyes (Alumni Office can provide names of business managers)

##### Disc Jockeys:

DJ Dennis Productions	Springfield	413-782-6773	djdennisproductions.com	DJDennisPr@aol.com
Party Zone	Westfield	413-283-2238	stephandj.com	stephandj@comcast.net

##### Live Music:

Cover Story	Everett	954-494-4438	<a href="http://www.coverstoryentertainment.com/">http://www.coverstoryentertainment.com/</a>	thecoverstoryband@gmail.com
Pandemonium	Western MA	413-330-4692	<a href="https://www.pandemoniumband.com/">https://www.pandemoniumband.com/</a>	midiperc@gmail.com
The Soul Sensations	Easthampton	413-297-1014	thesoulsensations.com	info@thesoulsensations.com
Williams Reunion Jazz Band	Williamstown		siterrific.com/WRJB	John Bucher Amherst '52

This list is intended to serve as a guide to services in the Amherst area and does not represent recommendations by Amherst College.

## APPENDIX G

### Suppliers and Vendors

Additional vendor information is available online ([www.amherst.edu/mm/79571](http://www.amherst.edu/mm/79571)).

#### Piano and Keyboard Rentals:

Downtown Sounds	Northampton	413-586-0998	downtownsounds.com	info@downtownsounds.com
Falcetti Music	Springfield	413-543-1002	falcettimusic.com	

#### Other:

Animal Adventures (wild animal show for kids)	Bolton	978-779-8988	AnimalAdventures.net	info@animaladventures.net
The Party Fun (carnival)	North Andover	978-712-4394	<a href="https://www.tpfentertainment.com/">https://www.tpfentertainment.com/</a>	thepartyfun@live.com
Taylor Rental (bounce houses, generators, etc.)	Hadley	413-584-4184	<a href="http://hampshirecountyrentals.com/catalog">hampshirecountyrentals.com/catalog</a>	

#### Outdoor Activities

##### Golf Courses: call in advance for tee times and fee information.

Amherst Golf Club (9 holes)	Amherst	413-256-6894	<a href="http://amherstgolfclub.org/">http://amherstgolfclub.org/</a>	info@amherstgolfclub.org
Cherry Hill Golf Course (9 holes)	Amherst	413-256-4071	<a href="http://www.cherryhillgolf.org/">http://www.cherryhillgolf.org/</a>	cherryhill@amherstma.gov
Ledges Golf Club (18 holes)	South Hadley	413-532-2307	ledgesgc.com	mfontaine@ledgesgc.com

#### Outdoor Activities (cont.)

##### Bike Rentals:

Competitive Edge	Easthampton	413-538-7662	compedgeskibike.com	compedgeholyoke@yahoo.com
Hampshire Bicycle Exchange	Amherst	413-549-6575	hampshirebicycleexchange.com	hampshirebicycle@gmail.com
Laughing Dog Cyclery	Amherst	413-253-7722	laughingdogbicycles.com	info@laughingdogbicycles.com
Valley Bike and Ski Werks	Hadley	413-582-0733	valleybikeandskiwerks.com	info@valleybikeandskiwerks.com

##### Rafting:

Zoar Outdoor-Whitewater Rafting (Bruce Lessel '83)	Charlemont	800-532-7483	zoaroutdoor.com	info@zoaroutdoor.com
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#### Souvenirs

**Note: Alumni and Parent Programs can supply you with high resolution artwork of the Amherst seal and other images, such as Johnson Chapel.**

**Amherst purple is PANTONE 267. Complementing purples are 2627, 2655 and 2645.**

A. J. Hastings, Inc.	Amherst	413-253-2840	ajhastings.com	info@ajhastings.com
Concept Promotions	Newburgh, NY	845-561-3553	<a href="https://jmvconceptp.wordpress.com/">https://jmvconceptp.wordpress.com/</a>	jill@conceptp.com
Discountmugs.com	Miami, FL	800-579-7152	discountmugs.com	support@discountmugs.com
Enviro-Tote Incorporated	Bedford, NH	800-868-3224	enviro-tote.com	USAMadetotes@enviro-tote.com
ePromos	New York, NY	844-768-0293	epromos.com	
Inter-all Corporation	Granby, MA	413-467-7181	inter-all.com	
IZA Design Custom Shirts	Stow, MA	978-830-7737	izadesign.com	kerry@izadesign.com
Legacy Athletics	Hanover, PA	800-627-3244	legacyathletic.com	info@legacycaps.com
Motivators Promotional Products	Westbury, NY	800-525-9600	motivators.com	sales@motivators.com
Proforma Shoreline Graphics	Old Saybrook, CT	860-388-0866	proforma.com/shoreline	carolyn.henry@proforma.com
Silver Screen Design	Greenfield, MA	800-593-4052	silverscreendesign.com	orders@silverscreendesign.com
Stratton-Crooke Enterprises	Scarsdale, NY	800-732-9719	strattoncrooke.com	strattoncrooke@aol.com