

CLASS PARTY PLANNING GUIDELINES

Helpful hints for planning a mini-reunion event or your Alumnae

Weekend Reunion Class Party:

- Begin the planning process early, using the suggested timelines included in the Class Officer Handbook as well as the Year 5 timeline presented during Reunion Boot Camp.
- Communicate with other Class Officers, your committee and/or your classmates to decide the following:
 - Determine the type of event you think could work well for you and your classmates. A seated dinner or cocktail party, a picnic that includes families, dates or spouses, a theme party at someone's home or a dance party outdoors or at an event venue are all examples of successful class parties. Mini-reunions can include any of the previous ideas or a trip to another city, a concert, movie, hike, or art opening.
 - Estimate the number of participants. Are spouses, partners, family members invited? What about friends from other classes?
 - Consider the level of formality and budget that fits well with your class's personality. As you make these decisions, consider the attire that your classmates will wear to this sort of event and include that in your invitation and other communication about the event.

- Consider the location of the event (very important). Consider ease of transportation, parking, access issues for your class depending on age.
- Many venues charge a rental fee for the space. Some venues may also require you to use a certain caterer.
- Make decisions about the type of food and level of service your classmates would enjoy: buffet or plated meal, standing and mingling or sit down. Evaluate menus and services appropriate for each venue under consideration.
- The college rents out venues across campus and might be a great spot for your mini-reunion. *If you want to hold a mini-reunion on campus, be reminded that venue and furniture rentals for on-campus events are arranged through the Office of Campus Events. Using College Catering is required. Please note that only wine and beer may be served on campus. Catering can provide bar staff, but Catering does not provide alcoholic beverages.*
- *The Alumnae Office is always happy to connect you to both College Catering or the Campus Events offices via an email or phone call. Staff in the Office of Campus Events can assist with finding the appropriate space based on class size, accessibility needs, past attendance, and other factors, and they can also connect you to College Catering.*
- Discuss how the restaurant, club or even the college determines charges, set up/furnishings provided by the event venue vs. what the class must provide, timing, refund options, costs for linens, alcohol/bar service, etc.

- Serving alcohol at the event? ASC vs. an off-campus venue have different considerations. Only beer and wine may be served on-campus, and you will have to furnish it yourself.
- Establish a budget that is appropriate to your class—which will depend upon decisions made about the many considerations listed above. Make those decisions based upon your knowledge of your class.
- Determine how much to charge classmates for the event. Has your class collected dues that might provide some funding? Are there classmates who want to support the party by providing goods or services that would otherwise need to be paid for by guests in attendance? Websites such as Eventbrite can help you manage ticketing for your event; these sites usually charge a fee per ticket, usually 3% of the ticket price.
- If you have an outdoor location, consider the risks presented by the weather and prepare alternatives for inclement weather.
- Once the costs for all your options are determined, then re-evaluate the budget and make decisions accordingly. Again, keep in mind, the goal is to connect as a class. You want people to be able to attend and enjoy being together.

SPECIAL CONSIDERATIONS FOR YOUR ALUMNAE WEEKEND REUNION CLASS

PARTY:

- Alumnae Weekend will be held in mid-May, the weekend immediately following Commencement.
- Reunion Boot Camp is held the August prior to your reunion.
- For this year's reunion classes (class years that end in 3s and 8s), your Reunion Boot Camp is Saturday, August 27, 2022 where you will begin planning for Alumnae Weekend '23 to be held May 19-21 (Friday-Sunday), 2023.
- For your Reunion Party on Saturday evening of Alumnae Weekend, you may select an on-campus or off-campus venue, but we highly encourage you to stay on campus, as the space itself brings back memories, there is plenty of parking and you don't have to leave campus to decorate!
- On-campus Reunion Parties during Alumnae Weekend are assigned event locations by the Office of Alumnae Relations based on class size, accessibility needs, past attendance, expected attendance, as well as locations traditionally held for certain milestone reunions (for example, the 50th Reunion Party is traditionally held in either the Woltz-Garretson Room in Rebekah Scott Hall), and other factors.
- The Reunion Boot Camp for your reunion will feature menu items that give you a sense of the types of menu items that Campus Catering and the Office of Alumnae Relations are considering for your Alumnae Weekend. Feedback about the items you taste during RBC helps us put together menus for your Alumnae Weekend.
- During the October budget/menu selection process, you will have the opportunity to select from several menus developed by College Catering and the Office of Alumnae Relations at a variety of price points. All on-

campus party menus are served buffet-style. Due to the size and scale of Alumnae Weekend, plated and served menus are not available.

- The menu options available to choose from will ensure you and your classmates will not have a duplicate meal served at another event during the weekend and will feature items our catering staff know work well as a buffet.
- Examples of menus are heavy hors d'oeuvres cocktail party menu, a casual picnic menu, a specialty menu like a fajita bar, or a more formal meal with a protein, salad, vegetable/starch side dishes, and roll. All Reunion Party menus include dessert.
- The menu/budget worksheet will include an event fee that covers the cost of servers, tables, chairs, linens and other event basics. The worksheet will also include guidance for ordering alcohol.
- The Alumnae Weekend website will have a special page for the resources needed to plan your Reunion Party, including the menu and budget worksheets and the reimbursement form, as well as guidance on how to complete each, such as including the costs for class costumes or party favors.
- The Alumnae Weekend website will also include links to Agnes Scott-branded items for party favors or class gifts. Charis Books and More, the college's official bookstore, also carries many Agnes Scott items that can work well too! In these instances, the copyrighting for the college logo is already handled. You are, of course, welcome to find your own items.
- The menu selection and budget worksheets and the reimbursement form will be available online on October 1. During the month of October, each

Reunion Chair will want to schedule a one-on-one session with their class liaison in the Office of Alumnae Relations to help provide guidance on the menu/budget worksheet and answer questions.

- The February 2 Reunion Boot Camp 2 will focus on encouraging attendance and the reimbursement process, as well as check in with all classes on how engagement is going.
- **At this time**, only classes in the Anna Young Club (those celebrating their 50th reunion and later) can order alcohol through the menu/budget planning process conducted through the Office of Alumnae Relations.
- All classes celebrating their 45th Reunions or earlier must purchase and bring any alcohol (beer & wine only) to campus for their Reunion Party. Any alcohol left over from the party is the property of the class but must be claimed at the end of the party.
- The Office of Alumnae Relations will alert all Reunion Chairs of any changes to this policy by the time the menu/budget planning process begins on October 1.
- Event spaces on campus dictates the room set-up (round tables, high boys, soft seating, etc.).
- The Office of Alumnae Relations plans a combined party for those classes celebrating their 65th, 70th and 75th reunions.
- For classes celebrating their 1st, 5th and 10th reunions, the Office can make menu recommendations.
- If your class misses key reunion planning deadlines, your Alumnae Relations staff liaison will make decisions for you.

ASC Reunion Party Staff Liaison:

Mary Frances Kerr '93, Senior Director, mfkerr@agnesscott.edu, 404.471.6056.

Mary Frances works with the Anna Young Club classes, those classes celebrating their 50th 55th, 60th, and the combined reunion of the 65th/70th/75th reunion classes.

Valerie Kote-Tawia '04, Associate Director, vkotetawia@agnesscott.edu, 404.471.6325.

The Associate Director is responsible for executing Alumnae Weekend. As part of that, the Associate Director oversees all reunion class engagement, working closely with Class Reunion Chairs, but especially closely with the 15th, 20th, 25th, 30th, 35th, 40th and 45th reunion classes.

Brooks Brower, Events Contractor, bbrower@agnesscott.edu

Brooks works as a part-time contract staff member in the Office of Alumnae Relations. She has assisted with the planning and execution of Alumnae Weekend in 2021 and 2022.

Tasida Webster '21, Assistant Director, twebster@agnesscott.edu, 404.471.6323.

Tasida builds the event registration webpages for Alumnae Weekend, and works with the G.O.L.D. (graduates of the last decade) alumnae classes as they celebrate their 1st, 5th and 10th year reunions.