Reunion Planning Schedule

**Early October**
Class notes due for winter magazine

**Mid-October**
Alumni Leadership Conference

**After the Alumni Leadership Conference**
Class Gift appeal mailed

**Late November/Early December**
First reunion newsletter mailed

**December 15**
Class notes due for spring magazine

**Early February**
Second reunion newsletter mailed (emailed)

**March 15**
Class notes due for summer magazine

**End of March**
Reunion registration materials mailed
Emailed registration site open

**Early May**
Class banner due to Reunion Office
Class Convocation speech due

**Late May**
Email sent to all registrants with general reunion information re: packing and parking.

**June 5–7, 2015**
Reunion Weekend

**June 15**
Class notes due for fall magazine
Reunion is a special occasion for you and your Middlebury classmates. It’s a time to renew old friendships, visit the campus, and strengthen ties with the College. As a reunion committee volunteer, you have an opportunity to work with classmates and the Alumni and Parent Programs office (APP) to create a rewarding and entertaining weekend.

We have compiled this handbook to guide you through the months leading up to your reunion weekend. Please read through this guide, as it will provide you with helpful suggestions and important information that will make your reunion planning go smoothly.

The entire alumni office staff is available to assist in any way possible. Please feel free to contact us. We are eager to help you plan a memorable reunion.

Ian McCray
Director of Alumni and Parent Programs

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Building a Reunion Program

The Middlebury College reunion program has been developed to incorporate academic, athletic, and social events for all ages. There are many aspects of the weekend that are planned every year by the College, but there are other ways in which we count on our alumni volunteers—you—to create experiences and activities that your classmates would enjoy. The alumni office is here to help guide, advise, and support you and your classmates. Here is how we can help.

• Help develop an extensive schedule of events designed to showcase the physical plant and academic program. This may include facility open houses, faculty lectures, academic presentations, etc.
• Organize and support traditional reunion events such as Alumni Achievement presentations, Presidential Q&A, Reunion Class Parade, and Convocation.
• Prepare and mail/email class letters and other reunion-related informational pieces.
• Organize logistics for any class-specific events.
• Track reservations and payments for all meals and on-campus housing.
• Coordinate and assign on-campus housing.

College-Planned Activities

Much of the reunion schedule consists of activities that are planned by the College and recur annually, here is a sample of what we expect to plan each year.

Sample Skeleton Schedule

**Friday**
College Admissions Workshop
Admissions Group Information Session
Cane Society Luncheon
1800 Society and Volunteer Reception
Bicentennial Hall Science Demonstrations
Music at 51 Main

**Saturday**
5k Alumni Fun Run
All-Class Golf Scramble
Alumni Achievement Awards
Veteran’s Gathering
Children’s Games and Activities
Conversation and Q&A with the President
*New England Review* Readings

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**Youth Programming**

Children’s activities are offered on Saturday afternoon on Battell Beach. These traditionally include a bouncy house, face painting, arts and crafts, and games. Childcare is available for a fee for children between the ages of 5 and 12 on Saturday evening from 6:00—11:00 p.m., and a movie night and pizza party are provided free of charge on Saturday evening to youth over the age of 12.

**Reunion Registration Fees**

Registration fees only cover about two-thirds of the actual cost of the weekend; the College subsidizes the rest. Pricing options are based on the amount of time a guest will be on campus and will include housing and no-housing options. A special rate for children is also available.

**Getting the Word Out**

It has been proven that word of mouth is generally the best way to get volunteers or encourage classmates to return for reunion. The College has also started a Facebook page (“Middlebury College Class of xxxx”) for each of your classes, but asks you to identify a coordinator to help generate excitement, add fun tidbits, old photos, and current news. Giving information to your class correspondents to print in *Middlebury Magazine* is also a great way to reach friends. (See deadlines on back cover.)

If you have any questions or need more information, please call the Alumni Office at 802.443.5183.
Class Headquarters and Greeters
A lounge in the residence hall where your class is housed will serve as your class headquarters and welcome center. Class-specific and general reunion information will be posted there and the College staff and student hosts will be happy to answer any of your questions. Non-alcoholic beverages and light snacks will be provided. Some classes choose to display class memorabilia there.

We have found that a wonderful addition to the headquarters experience is having Class Greeters. Greeters spend time in the headquarters welcoming their classmates as they arrive during peak arrival hours. Having a friendly face from the past is a great way to immediately start reconnecting with classmates. Student hosts will be available to help handle luggage and logistics.

Student Hosts
The alumni office hires at least two student hosts to stay with and assist your class throughout Reunion Weekend. The students have been through many hours of training sessions and are well aware of their roles. Be on the lookout for students in the bright green shirts. The College pays these students for the hours that they are on duty, so tipping is discouraged.

Souvenirs
The College offers a water bottle for each paid registrant. Please carry your bottle throughout the weekend as there are many water-filling stations around the campus to replenish your supply. The College’s environmental policy asks that we avoid offering cases and cases of water (as we have needed to in the past) throughout reunion weekend, so please help us keep as green as possible.

The College Bookstore offers a nice perk during reunion weekend—a special discount in the store for alumni purchases. The exact amount of that discount varies, so please see the reunion program to determine the precise amount your class will receive.

Class souvenirs for the 25th and 50th reunion classes are considered by the committee members and must be decided upon by January of the reunion year to allow for time to place the order. Ideas put forth have been blankets, towels, collapsible sports chairs, apparel, umbrellas, class pins/necklace, caps, coasters, and glasses/mugs. We welcome your suggestions, as this list is not comprehensive.

Convocation
Convocation in Mead Chapel remains the traditional cornerstone of Reunion Weekend. During the class memories portion of the program, we invite each class to pen its own thoughts and read them from the pulpit. We were excited to implement this change in the ceremony and have found that direct alumni participation has made this a more meaningful event. The guidelines for the comments are included below.

Convocation Class Memories Guidelines
• Class memories should be between 100 and 120 words and are due by May 15.
• Class memories should focus on events that happened on campus or other aspects of your experience at Middlebury that will be memorable for your classmates. It helps to make reference to historical and cultural things that happened at the college during your time on campus.
• Reunion staff will add class reunion awards if appropriate.

Examples of Class Memories
Class of 1947
We arrived at Middlebury, October 29, 1943, by 5:30 pm Eastern War Time, following freshman rules—do not cut campus! Only seniors could lean on the Mead Chapel and Forest railings; daily chapel required. Women could not wear slacks in the cold of winter unless ordered by the dean. The Navy V-12 unit on parade, 500 strong; a handful of civilian men; June 6, 1944—D-Day chapel service with word of the Allied invasion in Europe, April 12, 1945—radio announcement of FDR’s death, Senior women sang their songs of farewell on the arcade of Forest Hall on commencement eve. This was our college on the hill.

Class of 1972
We arrived to the sound of Hey Jude & Gamaliel Painter’s Cane in our jackets, ties, and dresses
and four years later we left looking a lot scruffier. First semester, there were midnight curfews, Sunday dinners, and something called parietal hours. By second semester, the rules were gone. Music became as important as the air we breathed. We were on the cusp of Woodstock and ready for anything! Richard Nixon, the lowering of the voting age to 18, a man on the moon, the Vietnam lottery, and Kent State—they changed and redefined us. Forty years later, we’re grateful for the friendships and history we’ve shared.

Class of 1992
We witnessed the advent of the Internet, introduction of coed fraternities, the opening of a fitness center (rivaling anything we found after graduation), the first Iraq war, and perhaps the least snowfall of any class in the College’s history—Winter Carnival races were moved to points north more than once. We had three College presidents, a visit from the Dalai Lama, and a successful petition to bring bagels back to dinners in Proctor. We fondly remember Pardon Tillinghast biking across campus, Frank Kelley keeping his office in Battell, and brand new Professor Ron Liebowitz teaching geography. We remember, less fondly, the new requirement for dining hall ID cards and dorm keys!

Class-Specific Activities
While the College already has a robust slate of activities planned for the weekend, class committees will often seek to plan activities specifically for their classmates to enjoy. Some of the typical class activities are: memorial services, discussions panels featuring classmates, outings (hikes, bikes, walks, tennis, Frisbee, swimming at Lake Dunmore, etc.), and inviting a professor to speak. We try to accommodate requests that fall outside of the typical activities listed, but please understand that these can be limited by time and resources.

We encourage you to seek out classmates for ideas about individual class activities, but we also caution you that the weekend is short and the days fill up quickly. Please be realistic about what you actually have time for. Activities that require transportation assistance tend to add a level of complication and expense that we seek to avoid, but can accommodate if the desire is high. Any proposed activity Saturday will feature an all-class banquet at the tents behind the Mahaney Center for the Arts (MCA) with fireworks and entertainment. In most cases, classes will have their own tent, but some classes will need to share. The 5th–40th-reunion class tents will be in the back practice field and the 45th and up will be in the tents closest to the MCA patio.

Other Class-Related Odds and Ends
- Class Photos
The College arranges for class photographs to be taken during the weekend. The 25th, 50th, and 60–75th class photos will be scheduled on Friday night. The rest of the class photos will be taken at the will of the class on Saturday evening during the all-class banquet.

- Class Banners
Class banners are displayed in Mead Chapel during Convocation. If this is your first reunion (5th reunion class), we encourage your class to have a banner made if you haven’t done so already. The alumni office will reimburse the banner maker up to $75 for materials and/or labor upon submission of receipts. The banner may not exceed 60” x 30” and may be oriented horizontally or vertically. We recommend that the basic color scheme be predominantly blue and white with the class numerals prominently featured. Fabric or felt loops along the top edge, wide enough to accommodate a one-inch dowel, that will be used to properly hang the banner during Convocation. Please do not include the reunion number or current year as this banner will continue to be used in subsequent reunions. The finished banner must be received by our office in early May.

- Housing
Please remember that Reunion accommodations are student dormitories—in other words, dorm living is not luxurious! Accommodations include a single bed for each person, sheets, blankets, and towels. There are no private bathrooms so plan on sharing space “down the hall.” In some dorms, the number of double-occupancy bedrooms is limited, so in some cases it may be necessary to place couples in adjacent rooms.
**Dining Information**

Meals are provided for all alumni and guests who register for meal options. All breakfasts and lunches are in the dining halls with open access (not separated by class). Below is a listing of some special events.

**Thursday**

_50th-Reunion Dinner._ The president and his wife invite all returning alumni in their 50th-reunion year and their guests to dinner at their private residence, 3 South Street.

**Friday**

_Cane Society Luncheon._ This lunch is an invitation-only event on Friday afternoon featuring the president. All alumni who are members of the Cane Society are invited.

The Cane Society recognizes Middlebury alumni, parents, and friends who support the College through life-income gifts and by including Middlebury in their estate plans.

_1800 Society and Volunteer Reception._ This is an invitation-only reception for reunion volunteers and 1800 Society donors. This is not a sit-down meal, but cocktails and hors d’oeuvres are served.

**Saturday**

_25th-Reunion Luncheon._ The president and his wife invite all members of the 25th-reunion class and their guests to lunch at their private residence, 3 South Street.

**Dinners**

Dinners are provided on both Friday and Saturday nights depending on the meal options purchased. On Friday night there is a class dinner where classes dine together as a group at various campus locations. The location will ultimately depend on the number of alumni and guests returning per class. We may not be able to confirm this location until May.

No matter how formal or informal your class dinner may be, we suggest that one or two people, commonly the reunion committee co-chairs, be designated as emcees for the evening. Special guests or hosts should be acknowledged, accolades or memorials may be given, or songs may be sung. You may also want to recognize your class secretaries or highlight any awards (class or individual) you might have received throughout the weekend. Though suggested, this is by no means mandatory.

**General ways the Alumni Office can help**

- Identify and reserve a venue on campus that will meet your program needs and coordinate any special facility or technology needs.
- Guide you on the best day and time for the event, based on the other reunion activities scheduled.
- Help organize transportation to and from events within a 10-mile radius of campus.
- Extend an invitation to faculty/staff to join in a meal or participate in an activity.
- Facilitate group discussion conference calls.

When thinking about reunion activities, please remember that planning events takes time. It is best to have your thoughts about events organized by January of your reunion year, so that the alumni office has time to follow through with any necessary logistics. Please discuss and confirm events before April 15.

While there is a wide range of activities and events we can support, there are limits to what we are able to provide. There are a finite number of spaces on campus and they are available on a first-come, first-served basis.

If you wish to have your event published in the weekend program, please send two or three descriptive sentences about the event and confirm any event details (time, location, day, participants) with your alumni office liaison. This same deadline holds if you want to have your event published in the electronic reunion program guide.

**Class Panels**

**What to consider**

The traditional panel is made up of four to five alumni and a facilitator who are identified by the reunion committee and College Advancement staff. Panelists should be individuals who are likely to be a draw for fellow classmates based on career accomplishments, life experiences, etc.
The panels typically have a common theme. In recent years, we’ve seen the following:

- Life in the 1960s
- Living a Healthy Life. How Did I Get Here?
- Now What? Defining a Good Life
- Mid-Life Reflections: How Experiences have Shaped our Perspective on Life
- MiddLife: What's Happening at Midd Today?

Some panels have less traditional approaches.

- Moth Story Hour—True Stories Told Live Without Notes. Classmates tell six to eight-minute stories—themes can be provided in advance to inspire content. Some examples used in 2014:
  - I Did Not See That Coming: Stories of Epic Unpreparedness; Fiasco: Disasters We’re Now Old Enough to Share; or Turning Point: Stories of Before and After.
- Round-table discussions on a specific topic, facilitated by a classmate or favorite faculty member.
- A Women’s Gathering—a time for the women of the class to gather and discuss growing up in their respective era (one for men too?).
- A college-focused panel made up of Middlebury administrators/staff/faculty/students. Past topics: How are Students Learning Today? Inside Today’s Middlebury.

Recreational Outings and Other Informational Events

Hosting a more active or perhaps an informational event off or on the campus is well received.

Other fun, special events you could consider

- Hike, bike ride, tennis round robin, swim
- Tour of Vermont Folklife Center or the Henry Sheldon Museum of Vermont History
- Book reading/signing with a classmate or faculty member
- Inter-class competitions (softball, Frisbee, etc…)
- Walking tour around campus with a guide

Some successful hikes from recent years

- The hike from Belden Falls to Wright Park (part of the Trail Around Middlebury) is an easy 1.8-mile walk through beautiful forest over gently rolling terrain.
- The Class of 1997 trail (around golf course, to organic farm, back to campus)
- Woodland walk/bird watching
- Hike to Frost Cabin

Memorial Service

A memorial service can look and feel very different depending upon the group. Please feel free to explore options and ask your classmates what feels right for your particular class.

What to consider

- Location of service (class tree or indoor location; if outside, identify a rain location)
- Inclusivity and style of service (reading names/talking about each individual)
- Music or no music? What are technology needs?
- The College will provide you with a list of deceased classmates and coordinate the production of a printed program if desired.

Mini-Reunions

Mini-reunions can help break the ice, build momentum, and increase attendance at Reunion Weekend.

What to consider

- Identify a host. The host secures the venue (if not at their home) and catering.
- The location should be in an area where a large group of classmates resides. The College will help you identify logical geographic areas and timeframes.
- Consider inviting the class before and after your reunion year to assist the advancement staff with reunion committee recruitment and stewardship efforts.
- These events are traditionally held on a week night from 6:30–8:30 pm, or a weekend afternoon; spouses/guests are typically welcome and most events are adults only.
- The College will send out formal or informal (e-mail) invitations as well as reminders.
- The host(s) covers the cost of the event; it can count as a tax-deductible contribution to the College. (You provide a copy of your receipts and we provide you with a letter to attach to your original receipts for tax reporting; we credit the total of your receipts to your class gift.)
- A few days before the event, we will provide the host with a list of who is coming and a briefing that outlines the goals, program, staffing, and relevant contact information.
- Middlebury will provide a banner, sign-in sheet, pens, and name tags, and if possible, a representative from the College will attend and help facilitate the program.
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will need to have a member of the class as a sponsor who will serve as a liaison between the College and classmates. They will work with the alumni office to communicate class activities to their class and act as a host for that activity during reunion weekend.

**General ways the Alumni Office can help**
- Identify and reserve a venue on campus that will meet your program needs and coordinate any special facility or technology needs.
- Guide you on the best day and time for the event, based on the other reunion activities scheduled.
- Help organize transportation to and from events within a 10-mile radius of campus.
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Registration fees only cover about two-thirds of the actual cost of the weekend; the College subsidizes the rest. Pricing options are based on the amount of time a guest will be on campus and will include housing and no-housing options. A special rate for children is also available.

**Getting the Word Out**
It has been proven that word of mouth is generally the best way to get volunteers or encourage classmates to return for reunion. The College has also started a Facebook page (“Middlebury College Class of xxxx”) for each of your classes, but asks you to identify a coordinator to help generate excitement, add fun tidbits, old photos, and current news. Giving information to your class correspondents to print in *Middlebury Magazine* is also a great way to reach friends. (See deadlines on back cover.)

If you have any questions or need more information, please call the Alumni Office at 802.443.5183.
Reunion Social Planning Handbook

Reunion is a special occasion for you and your Middlebury classmates. It’s a time to renew old friendships, visit the campus, and strengthen ties with the College. As a reunion committee volunteer, you have an opportunity to work with classmates and the Alumni and Parent Programs office (APP) to create a rewarding and entertaining weekend.

We have compiled this handbook to guide you through the months leading up to your reunion weekend. Please read through this guide, as it will provide you with helpful suggestions and important information that will make your reunion planning go smoothly.

The entire alumni office staff is available to assist in any way possible. Please feel free to contact us. We are eager to help you plan a memorable reunion.

Ian McCray
Director of Alumni and Parent Programs

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Alumni and Parent Programs
Middlebury College
700 Exchange Street | Middlebury, Vermont 05753
802.443.5183 | go.middlebury.edu/reunion
Reunion Planning Schedule

Early October
Class notes due for winter magazine

Mid-October
Alumni Leadership Conference

After the Alumni Leadership Conference
Class Gift appeal mailed

Late November/Early December
First reunion newsletter mailed

December 15
Class notes due for spring magazine

Early February
Second reunion newsletter mailed (emailed)

March 15
Class notes due for summer magazine

End of March
Reunion registration materials mailed
Emailed registration site open

Early May
Class banner due to Reunion Office
Class Convocation speech due

Late May
Email sent to all registrants with general reunion information re: packing and parking.

June 5–7, 2015
Reunion Weekend

June 15
Class notes due for fall magazine

Middlebury
Alumni and Parent Programs
700 Exchange Street
Middlebury, Vermont 05753
802.443.5183
www.middlebury.edu/reunion2015

SAVE THE DATE
JUNE 5–7, 2015

Draft for ALC Volunteers