

2007 Reunions Planning Calendar

- This calendar is an outline of the activities leading up to and including your reunion weekend. Use it as a guideline for the sequence of events and **approximate** deadlines.
- Please refer to other sections on this notebook for information about many of the activities outlined in this calendar.
- AYA will send periodic memos including further details, such as correspondence templates for the class mailings.
- Please feel free to call your AYA representative if you have additional questions or concerns about any of the activities listed here.

	Reunion Chair	Joint Tasks	AYA
September	<ul style="list-style-type: none"> • Appoint reunion committee • Attend reunion planning workshop • Design reunion letterhead (optional) 	<ul style="list-style-type: none"> • Initial conversations between reunion chair & AYA staff liaison 	<ul style="list-style-type: none"> • Plan & organize reunion chair workshop • Provide initial attendance estimates • Provide draft schedule • Major campus reservations • Children's program development
October	<ul style="list-style-type: none"> • "Kick-off" cover letter submission deadline by October 20. Will mail to entire class (and widows, if desired) in early November. • Set dates for regional gatherings & recruit local organizers 	<ul style="list-style-type: none"> • Review draft schedule and discuss class-specific elements 	<ul style="list-style-type: none"> • Preliminary budget from AYA • Headquarters assignments (possibly November – dependent on university Facilities committee) • "Kick-off" & hotel brochure mailing • Online "Who's planning to attend" response option activated on AYA website
November	<ul style="list-style-type: none"> • Minimum of 1 reunion committee meeting/conference call suggested • Review potential faculty speakers with AYA • Invite outside (non-Yale) speakers, if any 	<ul style="list-style-type: none"> • Meeting/conference call with Catering managers to discuss proposed menus (may go into December) • Invite faculty speakers (sometimes held off until 2nd semester) 	<ul style="list-style-type: none"> • Lecture & "Morning at Yale" program development • Camp Bulldog contract, logistics & campus reservations • Planning with catering & custodial services • Contact Whiff & Whim groups for Celebration • Post and update "Who's planning to attend" lists on the AYA website
December	<ul style="list-style-type: none"> • Formulate class panel topics (or other classmate talent) & invite classmate participants • Investigate souvenir possibilities 		<ul style="list-style-type: none"> • Registration mailing design & layout

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January	<ul style="list-style-type: none"> • 2nd committee meeting re: final class program & souvenirs • Final menu approval • Submit all class program details for budgetary purposes • January 19: deadline for 1st registration mailing. Will be mailed in mid-February. <ul style="list-style-type: none"> 1) preliminary schedule 2) set reunion fees 3) cover letter of invitation. • Submit entertainment & outing contracts 	<ul style="list-style-type: none"> • Outside speaker travel arrangements • Development of budget details • Review preliminary budget and set reunion fees with class officers by January 19 	<ul style="list-style-type: none"> • Tent & furniture vendor contracts • Audio-visual vendor contracts • AYA reunion registration mailing and website preparation • Reserve residential college master's suites for chairs • Student "head clerk" hiring and training
February	<ul style="list-style-type: none"> • Submit souvenir invoices/bills to AYA for review & payment 		<ul style="list-style-type: none"> • AYA website: online registration, reunion schedules & other information posted • Faculty lecturer & "Morning at Yale" speaker invitations • 1st registration packets mailed by mid-month. • Begin processing reunion registrations & payments. • Website attendance lists automatically updated as registrations are processed
March	<ul style="list-style-type: none"> • March 16: Deadline for 2nd registration mailing cover letter and schedule updates. Will mail in mid-April. • Attendance phone-a-thons or other attendance-building efforts (if not earlier) 		<ul style="list-style-type: none"> • Wine & beer coordination with Yale Catering • Yale Police & outside security arrangements

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April	<ul style="list-style-type: none"> • Memorial service program (optional) • Discuss class dinner program with class secretary & reunion gift chair 	<ul style="list-style-type: none"> • Discuss & reserve media equipment for class panels, memorial services, entertainment, etc. • Discuss type of photographer at reunion, if any 	<ul style="list-style-type: none"> • 2nd registration packets or postcards mailed in mid-April • Transportation for all alumni & class outings • Update AYA website with Friday lecture and Morning at Yale activities as they are confirmed.
May	<ul style="list-style-type: none"> • All final program details due May 9 • Head table arrangements • Reunion report to YAM due one week after reunion 	<ul style="list-style-type: none"> • Finalize arrangements for class programs and meals: media needs (including presentations on laptops), table arrangements, student clerk tasks, speaker arrangements. 	<ul style="list-style-type: none"> • Student “regular” clerk hiring and training • Coordinate President Levin’s visits with each class • Final schedules – proofing & printing • Class headquarters setup & materials • AYA staff training • Faculty & other speaker confirmations • Confirmation of Whiff & Whim groups for Celebration of Yale Singing
Reunion Weekend	<p>Reunion chair will serve as “host,” including:</p> <ul style="list-style-type: none"> • Make necessary announcements • “MC” for class dinner (or appoint a classmate to this role) • Enjoy! 		<ul style="list-style-type: none"> • An AYA staff person will be onsite with your reunion; this may or may not be your staff liaison. Duties include the following: • Serve as main point of contact for reunion chair • Supervise headquarters registration office & student staff • Manage all event details • Coordinate with custodial services regarding campus housing • Coordinate with catering services regarding meals & bar service • Troubleshooting