



YALE COLLEGE CLASSES

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ASSOCIATION OF YALE ALUMNI

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Date: March 12, 2007
To: 2007 Reunion Chairs
From: Jenny Chavira, Janet Cappiello, Debby Jagiellow, Karen Jahn and Jennifer Julier
Subject: **Next steps in Reunion planning**

All of the reunion registration mailings are in the mail! Now we turn our attention to the next steps in the planning process. This memo will outline tasks to be done in the next few weeks, both by you and by the staff at the AYA. We've also given you some information to help answer questions your classmates may ask of you (*please see page 4*).

Reunion Chairs "To Do List"

- Draft your second registration mailing cover letter – **REVISED DEADLINE: April 2.***

A second registration mailing will be mailed to all classmates in mid April. To facilitate this, we will need a second cover letter from you by April 2. This is a good opportunity to update the class on specific class plans, and encourage people to register as soon as possible, if they haven't already. This mailing will go to **all** classmates and will include your cover letter, an updated schedule (one double-sided page), attendance list, reservation form, and Camp Bulldog information, if appropriate. (For those classes who invited widows/widowers in the first mailing, it is up to you whether you want to send them a second mailing; in the recent past, classes have been about evenly split on whether these groups were invited a second time.) For inspiration, refer to the sample cover letters included in the binder from the September workshop.
- Attendance*

In post-reunion surveys from recent years, the number one reason cited for coming to reunion was to see classmates. The most frequent comment about how to improve the reunion experience was to have more classmates in attendance. Now that the registration mailings are on their way, it's time to further encourage your classmates to make their plans to attend. **We encourage you to use every method available to you, especially your classmates who have volunteered to make personal contact with other classmates.** The online registration webpage will be updated continuously with the names of those whose reservations have

been processed, with the exception of classmates who have not given permission for their names to be included. Classmates can check regularly to see who is planning to attend.

Refer registration questions and special requests to the AYA.

Please refer classmate inquiries to us so we can ensure they are taken care of to the best of our capability and your classmate's satisfaction. We have full-time and student staff to handle routine questions and special requests. Classmates should call the reunion hotline at (203) 432-2110 (weekdays, 8:30 am – 5 pm Eastern), or e-mail us at reunions@yale.edu – *see page 4 for more information.*

Program details

We look forward to working with you to finalize all the details of your class panels, outings, and other special events. For events not held in your courtyard, we will arrange for appropriate classrooms or other spaces, as well as any audio-visual requirements. Details to be finalized include event format, number of speakers, AV needs such as Powerpoint, slide projectors, special space requests, etc. For live entertainment, we will need any information about additional sound equipment and power if you have not provided it already. Other details include whether the band expects parking, food, changing rooms and the like as part of their contract.

Whiffenpoofs & Whim 'n Rhythm

If your Whiffenpoofs and/or Whim are planning to sing at your reunion, please contact them now to finalize plans regarding their performance. Will they need a space to practice during the weekend? Additional microphones under the tent? If you need help in contacting your Whiffs or Whim, please email or call Jennifer Julier at jennifer.julier@yale.edu or 203-436-8014. Jennifer is in charge of planning the Celebration of Yale Singing on Saturday afternoon.

Entertainment contracts and souvenir purchases

If you are handling these arrangements yourself, please forward all contracts for entertainers and invoices for souvenirs to your AYA staff person, to ensure timely payment. Please keep in mind that we work within Yale University purchasing and accounts payable guidelines. Accounts Payable requires appropriate documentation (including federal tax ID number) and 2-3 weeks to prepare a check. Advance planning will make this process seamless for you.

This is a good opportunity to remind you that if you make any purchases using personal funds, Accounts Payable will require receipts or other proof of payment in order for us to reimburse you. Please speak to your AYA staff person for more details.

Class dinner program

Class Dinner programs can vary widely, and may include any or all of the following:

- thanks to your reunion committee & other volunteers
- an announcement of the class gift (by the reunion gift chair)
- class officer election results
- presentation of class awards

Careful coordination and collaboration with the other volunteers in your class is important. Consult with your class secretary, reunion committee members and the reunion gift chair(s) to determine the order of the program and who will present each segment. In addition, if you would like to provide a printed program at the dinner, we recommend finalizing the design and text and sending it to your AYA staff person at least 3

weeks before the reunion to allow time for proofreading and printing. If you feel that the AYA staff & students, catering department and custodial services have served you well during the weekend, it will be very much appreciated if you recognize these efforts publicly during the dinner as well.

As part of this planning, also determine whether you will want a head or reserved table for this dinner, and who will sit at it. Confirm with these people that they 1) will be in attendance and 2) are willing to sit at the head table. If you choose to do a head table, it is customary to include class officers, reunion chairs, reunion gift chairs, other class leaders, the college Master and/or Associate Master, and any other faculty or administrators in attendance, as well as a spouse or guest for each. The head table is usually one of the regular round tables closest to the dance floor/stage; we can reserve multiple tables if necessary.

In addition, you may wish to sing “Bright College Years” – we recommend you designate a classmate or members of a singing group to lead it. AYA works with the catering department to provide cards with your dinner menu printed on one side and the words to “Bright College Years” on the other, to be placed on the tables.

Plan your memorial service – or the equivalent

Not all classes do formal memorial programs, but most do something to remember those classmates who have died.

If your class is doing a formal program, please let your AYA staff person know who the contact person from the class is for this event, if you have not done so already. Your staff person will be in touch with each contact person directly to make the necessary arrangements for printed programs (with a list of the deceased), hiring an organist, and so forth.

If no formal program is planned, you may want to include a reading of names as part of your class dinner program, and a moment of silence. Or you may choose another way to remember those classmates. Your AYA staff person can provide examples of what other classes have done.

Write a letter to the college Master & Associate Master

Attached is a list of Masters & Associate Masters for the residential colleges that will be hosting reunions. In preparation for your class’s arrival on campus, we ask that you write to thank the Master & Associate Master of your host college in advance for their hospitality. This gesture on your part helps the AYA maintain good relationships with all of the colleges, who have graciously welcomed reunion classes for many years.

We encourage you to invite the Master and Associate Master to join the class at any of the weekend’s events. You may also mention that they can contact your AYA staff person with any additional questions. Please be sure to send a copy of your letter to us for our files.

AYA “To Do List”

AYA Program for All Alumni

We are hard at work on the plans for faculty lectures on Friday, as well as “A Morning at Yale” on Saturday, Friday’s University Welcome Reception and Saturday’s Celebration of Yale Singing. For the Celebration, we are working with the Glee Club, Whiffenpoof and Whim ’n Rhythm alumni groups to provide an

opportunity for both singers and audience to enjoy Yale's incredible musical tradition. (As names and program titles for Morning at Yale and Friday lectures are confirmed, we will post them on the AYA website.)

Logistics

From audio-visual equipment to room reservations to tents to signage, the many details involved with each class & AYA event are our responsibility in the coming weeks. We will be working closely with you to be sure we have all the details.

Process registrations

We're preparing for a flurry of your classmates' registrations. As a reminder, registrations can be made by fax (203-432-0587), online (www.aya.yale.edu/reunions), or regular mail. Our policy is to require that all reservations come in via one of these methods; only in very rare situations will we take registrations by phone. Alumni registering for reunions will receive a confirmation approximately two weeks from the day their registration arrives at the AYA.

Process Cancellations

Inevitably, there are alumni who find they must cancel their plans to return to New Haven for their reunion. If a classmate cancels by May 18 (for first weekend) or May 25 (for second weekend) he or she will be issued a full refund. After those dates, all requests for refunds will be put on hold until after the reunion has occurred. You, your class leaders and your AYA staff person will then determine what portion (if any) of the fees can be refunded, based on recoverable costs. This information is included in registration mailings, the AYA reunion website and in the individual confirmations that each classmate will receive after registering.

Additional AYA staff

As we head into the busiest time of year, we have hired 15 students to serve as "head clerks." These students each have an individual reunion assignment and started working in the office last week. They will help us prepare for your class's arrival later this spring, and you can expect them to introduce themselves to you by letter or by phone in the near future. We also hire a graduate student to assist with data entry of the incoming reservations and other students assist with phone customer service and office administration.

An important reminder: As discussed at our workshop last September, because there are thirteen reunions and only five of us, we assign two of our AYA colleagues to be your onsite staff people during the weekend. We know it is very important for the success of the weekend that an AYA professional be with your class for all of your events. All staff get a complete briefing from us before reunions and participate in the head clerk training sessions as well. Although you will continue to work with your primary AYA contact until you make your trip to New Haven, we will be making an effort to introduce you to these staff people, either by phone, email or in person, before reunions begin.

Please feel free to give us a call with any question or needs that arise. Thank you for your continued hard work and support. We are looking forward to welcoming you and your classmates back on campus in a few short months.

Reunion Reservations – Contact Info

- **Reunion hotline: (203) 432-2110** – please feel free to refer your classmates to this phone number with questions or special needs for the weekend. We are open Monday through Friday, 8:30 a.m. to 5 p.m. At other times, classmates will be able to leave a voicemail message to be answered the next business day.
- **Reunion webpage: www.aya.yale.edu/reunions** – this site now includes reunion information, class schedules, and secure online registration. You will also find links to this page from the AYA homepage (www.aya.yale.edu).
- **AYA fax number: (203) 432-0587** – alumni can fax their registration to us, as well as using regular mail or the online form.
- **Reunion email: reunions@yale.edu** – for any questions or concerns, and can also be used for special requests and questions.

Enclosure: List of Residential College Masters for Reunions 2007