

# VASSAR COLLEGE

## MINI-REUNION PLANNING GUIDE



Mini-reunions are a great way to stay connected as a class between Vassar's scheduled five-year reunions. They help classmates and fellow alums maintain connections with each other and the college. They are also an opportunity to help re-introduce class members who may have lost contact.

Possibilities are endless! Gatherings may be held anywhere in the world, and can be any length of time – from a couple hours over lunch or drinks, to a few hours during the day. Some have been planned as a weekend trip or even up to a week.

Mini-reunions can be just for fun, or may be focused around a learning experience, a scheduled regional program, or maybe volunteer on a service project. Explore new places, see different areas of the country, have a classmate host a tour or gathering in their area of expertise. All are worthwhile, and worth considering.

The Office of Alumnae/i Affairs and Development (OAAD) is happy to assist class volunteers in planning these events. There is no one person appointed as class “mini-reunion chair” so we **suggest you contact your class vice-president prior to starting your plans. Generally your class vice-president (or president) is the liaison between the College and your class for planning mini-reunions.**

### Getting Started

- Look geographically for the areas where you may find a concentration of classmates.
- Recruit or volunteer to help host an event or program in your area, and seek others to join in the planning.
- Enlist a group of class representatives and class officers to agree to attend.
- Work with the event host and college staff to plan details & logistics and create a budget.
- Find a volunteer to attend and take photos of the group/event to share on class pages and social media.
- Communicate your ideas and plans to Alumnae/i Affairs staff to assist with getting the word out.
- Share the results, attendance lists, photos and any other items with the college and your classmates.

### Resources

Your Office of Alumnae/i Affairs and Development can provide resources and support for your mini-reunion planning including:

- A list of the top five geographic areas where your classmates are located
- Conference call services that can be used by committees, (by appointment)
- Mailing services for invitations and registrations (paid from your class treasury)
- Class lists for use by your committee sorted by name, region, and/or city
- Broadcast email services for announcing mini-reunions
- Online registration for mini-reunion events
- Attendee lists and name badges
- On-site assistance for on-campus mini-reunions

## **Funding Mini-reunions**

Mini-reunions are generally revenue-neutral, meaning they are planned to cover all expenses. Mini-reunions are generally paid by attendees (pay-as-you-go), they may be subsidized by the class treasury (if any), individual classmates; or any combination of all methods. The costs will vary depending on the scope of the event, the location, the number of people attending, and many other factors including rentals, admissions, caterers, etc. It is important that you work with your class officers and class treasurer (if applicable) to determine how much (if any) of the class treasury may be used for mini-reunions. Establishing a budget is another important first step, and our staff is here to help.

## **Miscellaneous**

Past successful mini-reunions have been anything from a simple cocktail party held at the private home of a classmate, to casual drinks and/or dinner at a restaurant or bar, all the way up to an elaborate three-day group meeting with programs and high level speakers, held in creative venues such cities as San Francisco, New York, Washington DC, even London, all planned by classes volunteers. The Office of Alumnae/i Affairs can assist with programming when a mini-reunion is held on campus, but a local classmate is your best resource for planning in a specific city or region.

## **Next Steps**

Contact the Office of Alumnae/i Affairs with your ideas so we can help you:

- Notify the class president and/or vice-president.
- Form a committee (or it can be a committee of one).
- Select a date and venue and work with the vendor to negotiate/review contracts (if necessary).
- Send a "Save the Date" notice prior to the event (approximately 3-4 months is suggested).
- Prepare the event program and logistics.
- Send invitation/registration notice 6–8 weeks prior to the event, with RSVP 1 week prior.
- The College can help track RSVPs and provide attendee lists and name badges.
- Enjoy your mini-reunion!

## **Office of Alumnae/i Affairs - Staff Contacts**

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