

MINI-REUNION PLANNING GUIDE

Mini-reunions are a great way for classmates to stay connected between scheduled five-year reunions, and to help Vassar classmates and fellow alums maintain connections with each other and the college. They are also an opportunity to help re-engage and 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, dinner, or drinks, to a few hours during the day. Some have been planned over a weekend or even up to a week! Mini-reunions can be just for fun, but many find they are more rewarding when focused around a learning experience such as a scheduled regional program, exhibition, or activity. 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.

Getting Started

Alumnae/i Engagement staff in the Office of Alumnae/i Affairs and Development (OAAD) are happy to give guidance to class volunteers planning these events. There is generally no one person appointed as class “mini-reunion chair”, so we suggest that if you have an idea, please contact your class event chair or president prior to starting your plans. To begin planning a mini-reunion:

- Look geographically for the areas where you may find a concentration of classmates.
- Recruit others or volunteer yourself 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 OAAD staff to discuss details, timeline, and budget.
- Communicate your ideas and plans with OAAD staff on how to get the word out.
- Find a volunteer or attendee who will take photos of the group/event to share on class pages and social media.
- Share the results, attendance list, photos, and any other items with the college.

OAAD Resources

With sufficient advance notice (see “*Mini-Reunion Suggested Timeline*”) OAAD staff can provide valuable resources and support for your mini-reunion planning including:

- A list of the top five geographic areas where your classmates are located, sorted by name, region, and/or city (a signed *Confidentiality Agreement* is required)
- Conference call services that can be used by committees (by appointment)
- Mailing services for invitations and registrations (paid from your class treasury)
- Broadcast email services for announcing mini-reunions
- Online registration for mini-reunion events
- Attendee lists and name badges (if requested with sufficient time to produce)
- For any on-campus mini-reunions we may be able to offer limited on-site assistance

Funding Mini-Reunions

Mini-Reunions are budgeted to be revenue-neutral events, meaning the income generated will cover all related expenses. Revenue is paid by the attendees (pay-as-you-go) either directly onsite, or in advance through registrations. Costs vary depending on the scope of the event, location, number of attendees, and many other factors including rentals, admissions, caterers, etc.

IMPORTANT NOTE: With current accounting policies, the college will pay all vendors directly. Any individual wishing to be reimbursed for related pre-approved expenses, must provide their personal Tax ID number and a signed W-9 via online (visit [Vassar Supplier and Individual Payee Registration Form](#), complete & sign the W-9 that is submitted via secure drop box when completing the registration form.) Original receipts must be received within 30 days, otherwise the college cannot guarantee reimbursement.

Establishing a budget is always an important first step; college staff members can help.

Miscellaneous

Past successful mini-reunions have been anything from a simple cocktail party hosted 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 interesting presenters. They may be held in creative venues in large cities, all planned by class volunteers. When held on campus, our OAAD staff can assist with programming, but a local classmate is usually your best resource for planning in a specific city or region.

Next Steps

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

- Notify the class president and/or vice-president
- Form a committee (it can be a committee of one)
- Select a date and venue; work with vendor & negotiate/review contracts (if necessary)
- Send a "Save the Date" notice to all classmates prior to the event (approximately 4-5 months is suggested)
- Prepare the event program and logistics
- Send invitation/registration notice to all classmates six to eight weeks prior to the event, with RSVP one week prior to the scheduled event (work with OAAD staff to assist)
- The College can help track RSVPs and provide attendee lists and name badges
- Enjoy your mini-reunion!

PLEASE NOTE: We apologize, but during April and May, the months leading up to June Reunion our office will be unable to offer assistance with individual class mini-reunions.

For more information, or questions about how to begin, please contact:

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