

SPECIAL CONSIDERATIONS FOR YOUR ALUMNAE WEEKEND REUNION CLASS PARTY:

- Alumnae Weekend will be held in April.
- Reunion Boot Camp is held the summer prior to your reunion.
- For this year's reunion classes (class years that end in 0s and 5s), your Reunion Boot Camp is Saturday, June 8, 2024 where you will begin planning for Alumnae Weekend '25 to be held April 25-26 (Friday-Saturday), 2025.
- For your Reunion Party on Saturday evening of Alumnae Weekend, you may select an on-campus or off-campus venue, but we highly encourage you to stay on campus, as the space itself brings back memories, there is plenty of parking, and you don't have to leave campus to decorate!
- On-campus Reunion Parties during Alumnae Weekend are assigned event locations by the Office of Alumnae Relations based on class size, accessibility needs, past attendance, expected attendance, as well as locations traditionally held for certain milestone reunions (for example, the 50th Reunion Party is traditionally held in the Woltz-Garretson Room in Rebekah Scott Hall), and other factors.
- The Reunion Boot Camp for your reunion will feature menu items that give you a sense of the types of menu items that Campus Catering and the Office of Alumnae Relations are considering for your Alumnae Weekend. Feedback about the items you taste during RBC helps us put together menus for your Alumnae Weekend.

- During the Reunion Boot Camp, you will have the opportunity to select from several menus developed by College Catering and the Office of Alumnae Relations at a variety of price points. All on-campus party menus are served buffet-style. **Due to the size and scale of Alumnae Weekend, plated and served menus are not available.**
- The menu options available to choose from will ensure you and your classmates will not have a duplicate meal served at another event during the weekend and will feature items our catering staff know work well as a buffet.
- Examples of menus are heavy hors d'oeuvres cocktail party menu, a specialty menu like a fajita bar, or a more formal meal with a protein, salad, vegetable/starch side dishes, and roll. All Reunion Party menus include dessert.
- The menu/budget worksheet will include an event fee that covers the cost of servers, tables, chairs, linens and other event basics. The worksheet will also include guidance for ordering alcohol.
- The Alumnae Weekend website will have a special page for the resources needed to plan your Reunion Party, including the menu and budget worksheets and the reimbursement form, as well as guidance on how to complete each, such as including the costs for class costumes or party favors.
- The Alumnae Weekend website will also include links to Agnes Scott-branded items for party favors or class gifts. Charis Books and More, the college's official bookstore, also carries many Agnes Scott items that can

work well too! In these instances, the copyrighting for the college logo is already handled. You are, of course, welcome to find your own items.

- The menu selection, budget worksheets, and reimbursement form will be available during Reunion Boot Camp. During the month of December, Alumnae Relations Staff Liaisons will check in with each Reunion Chair to confirm class party details and answer questions.
- **At this time**, only classes in the Anna Young Club (those celebrating their 50th reunion and later) can order alcohol through the menu/budget planning process conducted through the Office of Alumnae Relations.
- All classes celebrating their 45th Reunions or earlier must purchase and bring any alcohol (beer & wine only) to campus for their Reunion Party. Any alcohol left over from the party is the property of the class but must be claimed at the end of the party.
- *The Office of Alumnae Relations will alert all Reunion Chairs of any changes to this policy.*
- Event spaces on campus dictates the room set-up (round tables, high boys, soft seating, etc.).
- The Office of Alumnae Relations plans a combined party for those classes celebrating their 65th, 70th and 75th reunions.
- For classes celebrating their 1st, 5th and 10th reunions, the Office can make menu recommendations.
- **If your class misses key reunion planning deadlines, your Alumnae Relations staff liaison will make decisions for you.**

Alumnae Relations Reunion Staff Liaisons:

Mary Rinaldi Winn, Senior Director, mrinaldiwinn@agnesscott.edu, 404.471.6056.

Mary works with the Anna Young Club classes, those classes celebrating their 25th, 50th, 55th, 60th, and the combined reunion of the 65th/70th/75th reunion classes.

Valerie Kote-Tawia '04, Associate Director, vkotetawia@agnesscott.edu, 404.471.6325.

Valerie is responsible for executing Alumnae Weekend. As part of that, she oversees all reunion class engagement, working closely with Class Reunion Chairs, but especially closely with the 20th, 30th, 35th, 40th and 45th reunion classes.

Tasida Webster '21, Assistant Director, twebster@agnesscott.edu, 404.471.6323.

Tasida builds the event registration webpages for Alumnae Weekend, and works with the G.O.L.D. (graduates of the last decade) alumnae classes as they celebrate their 1st, 5th and 10th year reunions along with the 15th reunion class.