



Reunion Planning Guide 2011

alumni.cornell.edu/reunion



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Congratulations —

on your appointment as Reunion Chair! You are about to embark on one of the most rewarding adventures of your Cornell volunteer career. Planning Reunion for your classmates is indeed a big job, but the satisfaction you will receive is immeasurable.

You have two major objectives:

- First, encourage as many of your classmates as possible to return to Cornell in June.
- Second, plan an enjoyable and interesting weekend so that their return will be memorable and worth the trip.

There are three meetings scheduled to help you meet these objectives:

- 1 Reunion 2011 Kickoff**
Saturday and Sunday, September 11-12, 2010
Ithaca, New York
- 2 Cornell Alumni Leadership Conference**
Friday through Sunday, January 28-30, 2011
Washington, D.C.
- 3 Reunion Clerk/Chair Briefing**
Wednesday, June 8, 2011
Ithaca, New York

In addition, there are many people available to advise and assist you: your peers, previous Reunion chairs, caterers, your housing contact, and the Class and Reunion staff in the Office of Alumni Affairs. Do not hesitate to look for guidance, suggestions, and moral support. There are many resources available!



Promoting Attendance: The More the Merrier

The key to a successful Reunion is people. Marketing Reunion 2011 to your classmates or association members, and planning for an anticipated attendance number, will be the two greatest challenges. To help you forecast, past Reunion attendance figures are listed on A of the appendix.

Reunion Committee: Share the Tasks, Lighten the Load

There are many advantages to having a Reunion committee:

- Involving your peers in the planning process will increase their interest in, and enthusiasm for, Reunion.
- A wealth of ideas will be available to you.
- Delegating aspects of Reunion planning will make your job easier.
- The assistance of your committee will enable you to enjoy Reunion yourself.
- A network of peers that personally encourages others to come will help boost attendance.
- There is potential long-term class benefit to involving new volunteers.
- You will help create a pool of names for future university leadership.

A list of jobs that can be delegated:

- Coordinating pre-Reunion activities and regional events
- Processing registration forms and confirmations
- Organizing welcome committees
- Coordinating catering and meal planning
- Class column liaison
- Coordinating affinity group networking
- Planning a class forum
- Planning entertainment
- Coordinating souvenir selection
- Decorating headquarters
- Coordinating on-campus transportation
- Managing clerks



Look for peers who have skills or experiences that will make them well suited for these roles. You will find that your Reunion committee is a valuable sounding board for important decisions that need to be made throughout the year.

Clear and timely communication with your committee will help ensure that your planning goes smoothly. Samples from a successful series of Reunion committee newsletters are available from Reunion staff. Decide on the best mode of communication early on. Please advise your Reunion program staff contact of the names and responsibilities of your key committee members.

Pre-Reunion Promotional Activities: 10 Ways to Build Enthusiasm

There are many ways you can inspire enthusiasm for Reunion attendance. Select a combination that will appeal to your class or association. Here are some ideas that have worked well for others:

- Pre-Reunion events. Examples: a tailgate party at a football game; a picnic or cocktail party at a local hot spot or classmate's home; or a reception or dinner at the Cornell Alumni Leadership Conference. The Cornell Club of NYC pre-Reunion happy hour is open to all classes and associations celebrating Reunion.
- In addition, you can coordinate with local Cornell Clubs for regional gatherings. You can also join other Reunion classes, non-Reunion classes, or groups of your decade to make the event more fun and festive and keep expenses to a minimum.
- Affinity networking, such as classmates who share a common interest such as a fraternity and sorority, sport, or club interest, is a very successful initiative. Your team should have already selected an affinity networking chair that will coordinate classmate contact. For more information, contact your Reunion staff contact in Class and Reunion Programs.
- Phonathons can be an effective way to build Reunion attendance late in the spring. Often, a telephone call will prompt procrastinators to join the festivities. Lists can be sent to phoners to make calls from home, or a formal phonathon can be planned.
- A class or association column in the Cornell Alumni Magazine is a great way to reach large numbers. Do not let an issue go by without a paragraph about Reunion in your column! It is critical that Reunion chairs take the initiative in getting information to the class correspondents so they may include it with their submission.
- Take the opportunity to include a paragraph or an insert about Reunion plans in your membership letters. To find out more about your dues program, call the Membership office at (607) 255-7088. Don't forget the obvious! Class or association newsletters should include information about Reunion in each issue.
- Fund-raising mailings should include Reunion information. Make sure your campaign chair is up to date on your Reunion plans. Good communication is key to each other's success.
- E-mail is a great way to reach out individually to your classmates, but electronic messages need to be used strategically. They should be short and simple, and should always include a link to key websites and Reunion volunteer contact information.
- Pre-Reunion Survey: Alumni Affairs will produce a template-based Pre-Reunion Survey for each class and association celebrating Reunion in 2011. In it, you will ask peers if they plan to attend. You can also use this tool to recruit volunteers to help your committee.
- In addition to the marketing and communication plan generated by Cornell (see next page), your class can promote its Reunion events with social media tools such as Facebook and Twitter. These interactive platforms are a great way to keep your classmates informed about Reunion progress and deadlines, as well as connected to each other and their alma mater.



Reunion Marketing Timeline: Getting the Word Out

It is crucial these mailings go out on time. People need to know about Reunion with enough notice to make travel plans. Your class or association should cover the cost of printing and postage. Templates have been designed for your use, and your Reunion staff contact will work with you to develop an e-mail marketing strategy that will supplement or replace some printed mailings.

You choose the delivery method for each mailing (where applicable).

Early October — mailing #1

“Save the Date” generic message to all classes by either postcard or e-mail blast.

Mid-November — mailing #2

Class-specific Reunion details with a pre-Reunion survey by postcard or e-mail.

January

Alumni Affairs places a full-page Reunion 2011 advertisement in the *Cornell Alumni Magazine*.

Mid-January — mailing #3

Class-specific Reunion details postcard or e-mail blast.

Mid-February

Alumni Affairs sends Reunion e-card to all classes: “Registration Mailing is Coming Soon!”

Mid-late March — mailing #4

“It’s Time to Register!” registration brochure or registration postcard.

Late April to Mid-May

E-mail blast – “Register Now for Early-bird Fee” (all classes).

Mid-May — mailing #5

“It’s Not Too Late” postcard or e-mail blast.

Late-May

Alumni Affairs sends an e-mail to all registrants, “Can’t Wait to See You!”



Mailing Process: Making it Easy for You

Your Reunion staff contact will help oversee the entire process. All fees for printing and postage will be charged directly to your class or association account. Your president and treasurer have been made aware of this. There is no charge for the design of your mailings; we take care of that for you. Please refer to the Reunion 2010 mailing costs in B of the appendix to help you understand previous costs. Remember to plan for six to eight weeks from the time your draft arrives in Ithaca to the date the mailing is received by your peers.

Registration: The Key to it All

An organized and timely registration process is the cornerstone of a successful Reunion. You must find a registration chair who can process your registrations in our online registration system in the months leading up to Reunion. This is a time-consuming commitment and a very detail-oriented responsibility. See C and D of the appendix for charts showing percentage numbers of online vs. paper registrations and dates processed. This chair needs to be computer literate, and have daily access to the Internet. To help with it all, we will offer a training session via a webinar in early spring.

Registration Forms: Make it Simple

Samples of past registration forms can be found in pages E of the appendix. A registration form template can be personalized for your class or association by our office, or you may choose to do electronic registration only. Do encourage your peers to register online. It is a time-saver for all involved. Those who do not register online will mail their completed registration forms to a lockbox in Ithaca where payments will be processed and stored in a secure electronic folder on a daily basis. Your registration chair will have easy access to the scanned forms, and they will input registration information in the database and send confirmations. Confirmations are done electronically and automatically by the system. The registration chair may need to print the confirmation and mail it to registrants who do not have a valid e-mail address.



The Big Day: Arrival at Reunion

As your classmates and their families arrive on campus, they need to check in at your headquarters desk and the housing assignment desk. See F in the appendix for a chart of Reunion 2010 Arrival Times. Those who have not preregistered will have to complete a registration form, plus a housing form for those staying in the residence halls. A sample of the housing form is in page G of the appendix.

It is vital to keep an accurate record of classmates and guests in the computerized registration system. Our office will use these records to charge the university Reunion fee. In addition, Reunion records and attendance awards will be based on this data.



Reunion Budget: Money Matters

- **Accounts:** To handle Reunion expenses, a university account must be used. Our business manager will set one up for each class. The Tompkins Trust Company will deposit checks and credit card charges into this account the same day they are received from your classmates. See H of the appendix for the Reunion Registration Process. Payments made through the online registration system will be directly deposited into your Reunion account through CyberSource.
- **Reunion Fee:** In order to determine your Reunion registration fee, you will need to estimate all of your expenses on both a fixed and a variable basis, then divide by a realistic expected attendance figure. Plan your Reunion budget so that the registration fee will cover your expenses, even if the actual attendance does not meet your projections. A budget worksheet to help with these calculations is in I of the appendix.

Please note: It is important that you offer various packages corresponding to different lengths of stay, so classmates can choose one that is best for them. Be sure that all fees include a fair share of the fixed costs. As a resource, a list of fees from Reunion 2010 is on page J, and a chart showing number of attendees by package is on page K of the appendix.

University Fee: Supporting the Home Team

As you create your Reunion budget, do not forget to include the university fee. This per person, variable fee (amount to be determined) helps defray the costs of university Reunion programming, including: shuttle buses, tent parties, Reunion buttons for each class, the Reunion z-card, and other support services for which there are no class or association charges. The university fee covers many other fixed costs associated with Reunion. Tent rental, headquarter rental, computer hardware, class vans, and on-campus class buses are just some of the expenses covered. University fees will be set on a sliding scale, based on Reunion year. Your Reunion account will be charged this fee following Reunion weekend.

Planning the Weekend: Making Planning Manageable

The next section of this guide will provide you with details you will need to plan an exciting, engaging, and enjoyable weekend for your classmates. Remember that the university offers a broad range of activities around which you can build your weekend.

Updates and Deadlines: Keeping You Informed and On Track

Reunion Programs will send you a monthly Reunion update between September and June. These updates will contain current Reunion information and various information request sheets that expedite the planning process. This will help out with what is expected, and when it is due. Some of the deadlines are highlighted below.

Reunion 2011 Update Schedule and Deadlines

August 2010

- Reunion Kickoff reservation due
- Cornell Alumni Magazine* copy due for Class Column

September 2010

- Reunion Kickoff Weekend (September 11-12)
- Receive Reunion 2011 Planning Guide
- Receive Update #1
- Update Reunion class web page

October 2010

- Class mailing #1 sent
- Receive Update #2
- Begin planning detailed class schedule
- Cornell Alumni Magazine* copy due for Class Column
- Class mailing #2 copy due to Class & Reunion Programs

November 2010

- Receive Update #3
- Contact Campus Life housing contact
- Class mailing #2 sent

December 2010

- Finalize caterers and menus
- Finalize souvenir costs
- Finalize class Reunion budget
- Finalize class registration form
- Cornell Alumni Magazine* copy due for Class Column
- Class mailing #3 copy due to Class & Reunion Programs

January 2011

- Request special guest visit
- Class mailing #3 sent
- Receive Update #4
- Attend Cornell Alumni Leadership Conference (CALC)
January 28-30, 2011, Washington, D.C.
- Finalize class schedule

February 2011

- Receive Update #5
- Class mailing #4 copy due to
Class & Reunion Programs
- Cornell Alumni Magazine* copy due for Class Column

March 2011

- Online registration launched
- Receive Update #6
- Request checks for vendors from Business Services
- Class mailing #4 sent

April 2011

- Receive Update #7
- Finalize class clerk work schedule
- Contact class clerks with their work schedules
- Confirmation mailings on-going
- Cornell Alumni Magazine* copy due for Class Column

May 2011

- Final check request for petty cash
- Provide briefing information for special guest visits
- Receive Update #8
- Class mailing #5 sent

June 2011

- Clerk/Chair Briefing (June 8)
- Reunion 2011 (June 9-12)
- Receive Post-Reunion Update

July 2010

- Reunion evaluations due
- Finalize Reunion billing

August 2010

- Submit actual Reunion budget to
Class & Reunion Programs

Housing & Headquarters: Home away from Home

Your class headquarters will be home base throughout Reunion weekend. This is where your classmates will check in, receive room assignments, and gather other class information. It is used for small class gatherings, social hours, and breakfasts. Consequently, you will want it to be a visually attractive, well organized, and smoothly run operation. For this to occur, you will need to consider the following.

- You will receive the name of your Campus Life housing contact in the fall. You will need to contact him or her prior to Reunion. Campus Life staff are a critical component to a successful Reunion and will be very helpful in assisting you with preparations. Your housing contact can provide information and guidance concerning various housing-related issues. Topics such as handicapped accessibility, lounge space, kitchen areas, bulletin boards, pianos, etc., should all be discussed far in advance with your Campus Life contact. It is also very important that you correspond with your contact throughout the year to keep them up to date about how you will be using the residence hall for class events. In addition, plan

to make time for a brief meeting with them when you arrive in Ithaca in June to introduce your committee members and class clerks, and to review last-minute details.

- At Reunion 2011 Kickoff, you should visit your residence hall to begin to visualize and plan for a functional, uncluttered layout for registration.
- Finally, during Reunion, you or a committee member should be on hand to answer questions, solve minor issues, and keep the headquarters orderly. Clerks play a major role in the headquarters administration. You will want to make sure they understand your vision for orderliness and customer service.
- Think about how you want to visually welcome your classmates into their “home-away-from home.” Will there be red and white in abundance? How about Big Red Bears? Photographs from your days as students? Will you display a class t-shirt for sale as well as your carefully-chosen souvenir? Red and white M&Ms or other candy are always a way to indicate hospitality. Make it warm and welcoming, and you will automatically boost everyone’s mood after a long trip to Ithaca!

Housing Costs: Bringing the Family

The 2010 fee for University housing was \$52.00 per adult per night and \$28 per night for children age 12 and under occupying a bed. A special three-night package deal of \$123.50 per adult was also available. Rates for 2011 will be covered at Reunion Kickoff. Towels and bedding are included, but maid service is not. Please communicate to your classmates that the residence halls are not hotels, but they are clean, convenient,— and most importantly — nostalgic!

Children must be accompanied by a parent to stay in the residence halls. Older children can be given a room next to their parents. Cots are not available through



Campus Life or Alumni Affairs. A very limited number of port-a-cribs will be provided by Alumni Affairs for some classes. Encourage classmates to bring portable cribs, sleeping bags, or air mattresses for children who share a room with their parents. (There will be no fee for children sleeping on the floor in their parents' room.) No smoking is permitted in the rooms, and pets are not allowed, with the exception of service dogs.

Your class Reunion account will be billed for housing fees after Reunion. Housing fees will be collected along with the class registration fee before Reunion weekend. In L of the appendix you will find a summary of the number of beds used for each class.

Hotel space in Ithaca is limited! The 60th, 65th, 70th, and 75th Reunions are housed in the Statler Hotel; this facility is not available for any other classes. Alumni Affairs has reserved hotel rooms in Ithaca, and we will block rooms by class. See list in M of the appendix. You will need to mention in your fall mailing which hotel(s) your class has been assigned to, so that your classmates can call directly for a reservation. In order to keep hotel bookings a fair system, rooms will not be available before your fall mailing.

Handicapped Accessibility: Welcoming to All

In the past few years, Cornell has placed considerable emphasis on ensuring that the campus is wholly accessible to all. Since many of these changes are recent, some of your classmates may not be aware that they, too, can enjoy Reunion. You may want to include a statement in your mailings such as: "The University has made great strides in the past few years toward campus accessibility for all. Classmates or guests with special needs are encouraged to return to Reunion." If you have any questions about Cornell facilities, or if you have needs with which we may assist, please do not hesitate to call your Reunion staff contact.



Meals: Gathering with Friends

University-Sponsored

Alumni Affairs will sponsor All-Alumni lunches for returning Cornellians whose classes do not have another event planned on Friday and Saturday. If you plan to include an All-Alumni lunch in your class schedule, please include the cost in your Reunion fee or include it as an add-on cost. 2010 prices were \$14.50 per adult and \$7.00 per child. Because of the large numbers involved, we do need a formal guarantee from each class in late May. Your Reunion account will be billed according to this number—not the number of classmates who actually attend. We will provide you with lunch tickets for your classmates. If you do not include All-Alumni lunches as part of your program, or list them as an optional event on your registration form, tickets will be available for sale on site, but we cannot guarantee availability.

Class-Sponsored

There are four steps to planning class meals:

1. Consider your assigned meal location
2. Decide upon the type of meal – buffet or served
3. Select a caterer
4. Finalize the price and menu

Indoor Meal Locations

Please refer to N of the appendix for on-campus dining locations and capacities.

Outdoor Meal Locations

Barbecues and picnics are very popular for both lunches and dinners. Any outdoor meals should be held under a tent for protection from rain and sun. Our office will arrange for all tents whether they will be used at meal sites, or at class headquarters. For possible tent locations for dining, please refer to O of the appendix.



Types of Meals

Continental Breakfasts

Continental breakfasts are an excellent choice for the first meal of the day because they are economical, their timing is flexible, and they provide an informal opportunity for mingling. With a more generous budget, you can include fruit, cereal, and milk. As people are becoming more health conscious, please include items in the menu such as bran muffins, whole-grain cereals, yogurt, and fresh fruit. Many classes enjoy planning a more extensive breakfast or brunch on Sunday morning. This can be a nice way to end a great weekend. In the past, many Reunion chairs have reduced their breakfast counts when giving guarantees to their caterers. Several of your guests will attend their college breakfasts or will be eating at the hotel where they are staying.

Some classes have chosen to organize their own breakfasts. However, we have found this is very time-consuming and stressful for the committee members who must bear the responsibility for planning and executing the meal. Although class clerks can be helpful in the preparation, serving, and clean up of a do-it-yourself breakfast, please keep in mind the many other morning duties each one will have. If you decide not to use a caterer, Student Management Corporation (SMC) and the following local pastry suppliers can help you place food and table service orders.

Local Pastry Suppliers:

Just Desserts

105 South Fulton St.
Ithaca, New York 14850
607-272-3718

Tops Friendly Markets

2300 North Triphammer Rd.
Ithaca, New York 14850
(607) 257-4952
710 Meadow Street
Ithaca, New York 14850
(607) 275-8041

P&C

315 Pine Tree Rd.
East Hill Plaza
Ithaca, New York 14850
(607) 272-5836
2309 North Triphammer Rd.
Ithaca, New York 14850
(607) 257-7095

Wegmans

600 South Meadow St.
Ithaca, New York 14850
607-277-1775

SMC

2255 North Triphammer Rd.
Ithaca, New York 14850
607-257-0000

Ithaca Bakery

2250 North Triphammer Rd.
Ithaca, New York 14850
607-257-2255

Lunches

Classes may plan class lunches on both Friday and Saturday, or take advantage of the All-Alumni meals on one or both days. Many Reunion planners give their class some free time to explore the campus or enjoy a meal at a favorite restaurant downtown or in Collegetown. Leaving lunch open on one day provides classmates with this opportunity, and eliminates the need for the Reunion planner to think about organizing another meal!

Food at lunch may be simple or elaborate. Generally the atmosphere is quite casual, and outside locations are particularly popular.

Receptions and Dinners

Reunion planners need to consider meal plans for Thursday, Friday, and Saturday nights. The youngest classes tend to plan little or nothing for Thursday evening since the majority of their classmates do not arrive until Friday afternoon or evening. Classes beyond the 15th Reunion, however, can expect to see many hungry classmates on Thursday evening.

As a rule of thumb, classes hold a casual welcome buffet held right in their headquarters on Thursday evening. Casual buffets can accommodate a range of arrival times, and help create a warm, welcoming atmosphere. In addition, a casual Thursday buffet should prove to be a low-maintenance and inexpensive affair.

Checklist for Catered Meals

- Prepare and work from a budget and a function sheet — refer to I and P of the appendix.
- Plan the menu with the caterer.
- Provide the caterer with a realistic estimate of attendance.
- Obtain a contract with details, including times and types of service, set-up and clean-up arrangements, menu, gratuity, guarantees, and costs.
- Arrange for silverware, dishes, tablecloths, etc.
- Discuss special meal needs (kosher, vegetarian, low-salt) with caterer.
- Arrange for decorations, flowers, balloons, music, tents, buses, and public address systems.
- Arrange for the most appropriate number of buffet lines and bars to serve your guests quickly and efficiently.
- Submit a final guarantee to the caterer.
- Assign a class clerk or committee member to check the site at least two hours before the meal to be sure everything is in order. Have the clerk use the function sheet as a reference — refer to P of the appendix.
- At the event, identify yourself, or the appropriate committee member, to the catering manager as the person to contact in case of questions or problems.
- Understand the responsibilities of the caterer and Alumni Affairs — refer to Q of the appendix for “Who does What”.



Caterers

You may want to use one caterer throughout the weekend or several different caterers. If your dining location (or rain site) is at one of the following locations, you must use Cornell Catering.

- Alice Cook House
- Appel Commons Dining Rooms
- Big Red Barn
- Carl Becker House
- Flora Rose House
- Hans Bethe House
- Keeton House
- Okenshields
- Riskey Hall Dining Room
- Robert Purcell Dining Room
- Trillium Dining Room

You should make initial contact with caterers in the fall. Here is our current list of caterers:

Cayuga Lakes Catering

BJ Bliss & Nate Newton
PO Box 238, Ithaca, New York 14850
607-256-0898, info@cayugalakecruises.com

Cornell Catering

Brandon Fortenberry
Robert Purcell Community Center
Cornell University, Ithaca, New York 14853
607-255-5555, bf52@cornell.edu
campuslife.cornell.edu/campuslife/dining/catering/index.cfm

Corner Store Deli

Lester Wells
402 West Court Street, Ithaca, New York 14850
607-273-5233
cornerstorecatering.com

CTB Appetizers/Ithaca Bakery

Sean O'Brien
Triphammer Mall
2250 North Triphammer Road, Ithaca, New York 14850
607-257-2255, cater@ithacabakery.com
ithacabakery.com

Diamond Catering

Dan and Teresa Seeley
4221 Fay Road, Syracuse, New York 13219
315-487-0647, catering@twcnycn.rr.com

Dinosaur Bar-B-Q

Angela Pudney
246 West Willow Street, Syracuse, New York 13202
315-579-0400, angela.pudney@dinosaurbarbque.com
dinosaurbarbque.com/syrIndex.php

Gance's

Mike and Sue Gance
602 Old Front Street, Binghamton, New York 13219
607-779-1779
foodking44@gmail.com
gances.com

Hal's Delicatessen

Sandy Kuntz
115 North Aurora Street, Ithaca, New York 14850
607-273-7765

Heights Café

James Larounis
903 Hanshaw Road, Ithaca, New York 14850
607-257-4144, heightscafe@aol.com
heightscafe.com

Joe's Restaurant

Jamie Ciaschi
602 West Buffalo Street, Ithaca, New York 14850
607-256-3463
joesithaca.com



Johnny's Hot Truck (Shortstop Deli)

Albert Smith or Chuck Dong
200 West Seneca Street, Ithaca, New York 14850
607-273-1030
shortstopdeli.com

Just Desserts

Leslie Muhlhahn
105 South Fulton Street, Ithaca, New York 14850
607-272-3718
justdessertsithaca.com

Kendra's Culinary Creations

33 Church Street
Moravia, New York 13118
(315) 497-3155

Mo's Pit Barbecue

Kevin Morrissey
PO Box 128, Cayuga, New York 13025
315-430-6133, kkevin59000@aol.com

Premiere Catering

Jonny Little and Marcia Van Horn
213 Warren Road, Ithaca, New York 14850
607-254-6536, Marcia@premierecateringithaca.com

Quiznos

Michael Howitt
106 Fairgrounds Memorial Parkway (Lowe's Plaza)
Ithaca, New York 14850
607-697-0098

Serendipity

Stephanie Holzbaur
950 Danby Road, Suite 20, Ithaca, New York 14850
607-273-2145, cell: 607-279-1093
serendipitycatering@htva.com
serendipitycatering.biz

Wegmans

Julie Gardner and Mike Washburn
500 South Meadow Street, Ithaca, New York 14850
607-277-1775, www.wegmans.com

Please let your Reunion Program staff contact know as soon as you have communicated with a caterer. Our office maintains menus and additional information about the services of many of these caterers, as well as evaluation forms completed by previous Reunion planners. We can help you select a caterer who can handle your special needs. For instance, many young

classes have a significant number of attendees who do not pre-register, so they need a caterer who can handle last minute increases in numbers. It is imperative that you get all arrangements in writing from the caterer, and that both parties sign a contract.

Alcohol Policies

Cornell University enforces, at all times, a very strict policy on the distribution and consumption of alcohol. Under New York State law, persons under the age of 21 cannot purchase or be served alcoholic beverages. It should also be noted that persons under the age of 21, including children of alumni (even if accompanied by a parent), are not permitted at the tent parties on the Arts Quad.

Class Events and Alcohol

Reunion planners must also be aware of the strict guidelines that govern class events and the distribution and consumption of alcohol at these affairs. Special arrangements must be made for donated liquor. Inform your Reunion staff contact as soon as possible to help facilitate special arrangements for this. All other alcohol must be purchased through the licensed caterer who will be catering your event.

Under no circumstances can a committee member or classmate purchase or provide alcohol for public serving. Classmates can, if they wish, bring their own "drinks" for consumption in their rooms.





Headquarter Bars

Headquarters alcohol must be ordered through Alumni Affairs. A class clerk who is at least 21 years of age, or a class committee member, must be present at all times while the alcohol is being dispensed. In addition, classes are responsible for serving “significant” food items while their headquarter bars are open. Alumni Affairs will arrange to obtain and purchase a liquor permit for your headquarters for Thursday through Saturday.

All excess stock, including partial cases of beer and wine, must be returned. You will be reimbursed for unopened cases of beer and wine. Be sure that you plan your headquarter bar hours, and please remember that all alcohol must be stored by 1:00 a.m. Storage must be in a locked facility such as a kitchen or closet.

Ice Cream Socials

Some classes plan a full service ice cream party following their lunch or dinner; a late-night serve-yourself Sundae Bar; or they provide a freezer of assorted flavors of ice cream in their class headquarters throughout the weekend. Currently, Cornell Dairy can provide the products and services needed for this activity. Contact Jason Huck at 607-254-4882, jrh63@cornell.edu. Another ice cream supplier is Purity Ice Cream located on Route 13 in Ithaca. Contact Heather Lane at 607-272-1545.

Tables & Chairs

Our office will provide rectangular tables and chairs for meal locations based on estimated attendance. We will need to know your caterer’s serving table needs and layout. In May, your caterer is required to provide us with a diagram. Our staff will work with you and your caterer to determine numbers for specific events.

Audio/Visual

Some sites have in-house equipment, while other sites will require rented equipment and/or a technician. Contact us for help; we will assist with assessing your needs and making arrangements.

Transportation

If you plan a meal some distance from your headquarters, you will need to arrange for special bus service. Bus service is limited in Ithaca; we will help in determining your needs. The Reunion shuttle buses and your class vans should also be factored into the equation.

Port-a-johns and Garbage Dumpsters

Port-a-johns and garbage dumpsters will be provided by Alumni Affairs for all outdoor dining locations without a nearby building.

Headquarter Refreshments

You will receive one delivery of beer, wine, liquor, juice, soda, water, and “significant” food to your class headquarters on Thursday morning. Ideally, this delivery should last you throughout the weekend.

- Ice will be delivered daily. Although determining your needs for the entire weekend may seem difficult, considering the factors in the list below will help you estimate your need.
- Jugs of water from Chemung will be delivered Wednesday and Saturday.
- Additional soda, water, and juice can be ordered throughout the weekend. We will have excess stock on hand.
- Alumni Affairs will also have some extra cases of beer and wine on hand that can be used by a class in case they run short.
- Be sure to review the beverage and food figures from your “sister” class for Reunion 2010 in R of the appendix.

- With the exception of your Thursday headquarters buffet, remember that you are not ordering alcohol for catered meals. Make arrangements so that your caterer provides refreshments.
- All alcohol must be managed by a committee member or clerk who is at least 21 years old. Limited time periods for alcohol at your headquarters bar are strongly recommended (such as before leaving for a meal or later in the evening when folks return and might want a nightcap). Limited times mean less consumption, less cost, and less worry.
- “Significant” food ordered through Cornell Catering will need to be available any time your headquarters bar is open. Alumni Affairs will help you to estimate your food item needs.
- If you are planning to have hard liquor available through your class headquarters bar, remember that you must order all quantities through our office.
- Overall, we are finding that individuals are more health-conscious and that the days of a long, alcohol-filled Reunion weekend have disappeared. Consider what role alcohol will play in your class events and what message you want to send to your classmates.



- Remember to schedule meal hours and time off for each clerk.
- We recommend no more than 14 hours each day or 55 hours during the entire weekend. The more organized you are, the more productive your clerks will be.
- A sample clerk schedule can be found in T of the appendix.

Clerks: Help when you need it

Clerks assist with registration, help organize headquarters, run errands, solve problems, and do whatever else is necessary to make Reunion successful. A list of common clerk tasks is located in S of the appendix. Consult the table U of the appendix when determining the number of clerks you will need for the weekend.

Clerk Schedules

- Plan a tentative schedule for your class clerks, to be finalized by Thursday morning of Reunion.
- At least one clerk must be on duty at your headquarters registration desk from 7:00 a.m. to 1:00 a.m. on Thursday, Friday, and Saturday.
- Make sure you have adequate coverage during peak arrival times, a report can be found in the registration system. Also see F of the appendix.
- Clerks should also be assigned to scout out dining locations 2-3 hours before meals, and to know your bus schedule and class or association bus stop location.

Clerk Salaries

Classes and associations will be charged for their clerks' wages and bonuses. In 2010, experienced clerks were paid a minimum of \$9.25 per hour and inexperienced clerks were paid \$8.75 per hour (\$13.88 and \$13.13 per hour for overtime hours). Clerks track their time on a sheet provided by Alumni Affairs. Chairs must sign the sheet on Sunday of Reunion, then the clerks bring it to Alumni Affairs.

Clerk Bonuses

Bonuses should be awarded on an individual performance basis, and must be submitted with time sheets. Please do not ask classmates to contribute tips. You should include wages and bonuses in your Reunion budget figures. See U of the appendix. Cornell University will issue clerk paychecks and bonuses.

Clerk Housing and Meals

For clerks who request it, classes and associations provide—and pay for—clerk housing in their assigned residence halls. Meals for on-duty clerks also need to be budgeted.

Contact with Your Clerks

You will receive brief biographies from each of your clerks. After reading them, please make contact to welcome them, and to introduce yourself. You must inform them when they should begin work. If not before, they will start work at the clerk/chair briefing. After the briefing, you will set up your headquarters and registration desk with your clerks. Please see V of the appendix for a sample of a clerk welcome e-mail.

Clerk Evaluations

You will have the opportunity to evaluate each clerk's performance by completing a clerk evaluation form. This evaluation will be helpful to us in the selection of Reunion 2012 clerks.

PLEASE NOTE: The Office of Alumni Affairs has a strict policy against assigning clerks to a class or association if a relative or close family friend is a member.

Souvenirs: Remembering Reunion Weekend

Souvenirs can range from polo shirts, sweatshirts, sweaters and t-shirts, to bags, towels, visors and hats. The purpose of a souvenir is to identify peers on campus throughout the weekend and provide classmates with a Reunion memento. We recommend one simple, quality article that will get many years of use. Additionally, please consider the needs of classmates traveling by air to Reunion. We maintain a file of catalogs and samples of past Reunion souvenirs in our office, and can suggest suppliers for the items you are considering. Ask your committee for suggestions. You may have a peer who can produce souvenirs at a reduced cost.

Vendors must be licensed with the university or you must request a one-time exemption for a non-licensed vendor. All souvenir artwork must also be approved for use on the item or items. You'll use our form to submit for approval. Most images will require the trademark symbol, "TM," be applied to the artwork before the items are produced. Your art designer or vendor can help you with this.

If your souvenir is approved for Cornell insignia, you will receive a memo of approval so that the invoice can be paid by Cornell's accounting office. If your total purchase exceeds \$20,000, you will need to obtain competitive bids through our purchasing department. Cornell's accounting office will lead you through this process.



Lastly, because of the very limited space at the Office of Alumni Affairs, please find a local classmate who can receive shipment and store your souvenirs until Reunion. Some vendors will store your purchase for a charge. Please inquire with your vendor.

Buttons: The Sign that Reunion is Here

Our office orders Cornell buttons (4 inch diameter) displaying your class year. These buttons identify individuals, serve as admission to the tents, shuttle buses, and identify those classmates who have registered with the class. Our office will also provide you with the appropriate number of Cornell youth buttons for children under the age of 21.

Rentals: Making it Easier for You

Alumni Affairs staff will coordinate and place orders with rental centers for all requested rental equipment. (See W of the appendix for some examples.) Items will be delivered to your headquarters on Wednesday afternoon and picked up on Sunday or Monday. If rentals are lost or damaged, the class will be charged accordingly.



Florists/Balloons: Decorate with Style

The names of local vendors who sell party supplies, flowers, plants and balloons are listed below:

Baker's Acres (potted flowers)

1104 Auburn Road
Groton, New York 13073
607-533-4653, (Closed October - March)

*Bool's Flowers**

209 North Aurora Street
Ithaca, New York 14850
607-272-8410, www.boolsflowershop.net

Business is Blooming

Sara Culotta
1005 North Cayuga Street
Ithaca, New York 14850
607-227-1522, www.ithacanyflorist.com

B&W Restaurant Supply Co.

510 Third Street
Ithaca, New York 14850
(607) 273-5300
bwsupply.com

Cornell Horticulture Group

www.rso.cornell.edu/hortusforum

*Flower Fashions**

Community Corners
903 Hanshaw Road
Ithaca, New York 14850
607-257-1200, www.flowerfashionsbyharing.com

*Maine's Source and Party Supply**

100 Commercial Ave. (corner of Route 13 South)
Ithaca, New York 14850
607-277-1188, www.mainesource.net

*Michaleen's**

2826 North Triphammer Road
Ithaca, New York 14850
800-432-2047, www.michaleens.com

Walmart

135 Fairgrounds Memorial Parkway
Ithaca, New York 14850
(607) 277-4510
walmart.com

*Balloons available

Tents: A Place to Gather

Tents help to create a festive atmosphere, as well as provide protection from the elements.

Class Headquarters Tents

If your class headquarters location allows for a tent, our office will make arrangements for an appropriately sized one to be erected. The rental of the tent will be covered by the University fee.

Our office will also order tent flaps. They help minimize the effects of bad weather—wind, rain, and cold. Lastly, our office arranges for lights and electricity.

Dining Site Tents

For outdoor dining sites, Alumni Affairs will choose the appropriate size tent and will arrange for electricity and light installation.



Buses: Getting around Campus

Shuttle bus service to class meals and throughout campus during Reunion weekend will be arranged by Alumni Affairs. Classes will be charged for special bus service for all off-campus events and all special tours. Your Reunion program staff contact will assist you with these plans.



Music & Entertainment: Making it Lively

Arts Quad Tents: The Party Continues

The late evening Reunion tents will have music and entertainment Friday and Saturday from 9:00 p.m. until 1:00 a.m. Alumni Affairs hires a variety of bands to play in the Reunion tents. In 2010, music included three enjoyable and entertaining bands: big band/swing, rock-and-roll, and salsa.

Class Entertainment: The Joy of a capella!

Music can really enhance your class events and headquarters. An inexpensive means of finding some form of entertainment is to identify a classmate or group of classmates who would like to share their talents. Encourage everyone to bring their musical instruments and singing voices back to Reunion. The Cornell Association of Class Officers has pocket-sized songbooks available for a nominal fee of \$1.00. If you would like to hire a band but do not have anyone in mind, contact our office for suggestions—we maintain a list of local musicians. Alternatives range from student singing groups, to local jazz, rock, and swing bands. We recommend student a cappella groups for added entertainment. Alumni Affairs will coordinate schedules for the following a cappella groups.

- *After Eight* (women)
- *Class Notes* (co-ed)
- *Hangovers* (men)

Finally, keep these questions in mind when arranging for any musical group:

- Is the group self-contained? (Do they have all their own instruments, sound system, stage, etc.?)
- Are you expected to provide meals?
- Do they require a deposit before Reunion?
- Do they require payment immediately following the engagement?
- Do you need a stage for the band or a dance floor?



Photography: Capturing the Moment

Formal Class Photo

Classes have the option of independently identifying and hiring their own photographer, or we can provide assistance to arrange for a group photograph taken by University Photography. Photos may be pre-ordered when listed as an option on your registration form. Cost for the photo in 2010 was \$25, including shipping and handling fees. Discuss your class photo schedule with your Alumni Affairs contact to determine the best time and location for your class photograph.

Candid Photographs

You can hire a photographer for all or part of the weekend, or ask a classmate to be the Reunion photographer. This can be quite expensive, so think about needs and uses for photos. Digital pictures taken throughout the weekend are a great idea for posting on the online Reunion photo gallery.

Recreational Activities: Fun for All

The Office of Alumni Affairs sponsors the Golf tournament Friday morning and the Reunion Run Saturday morning.

We offer online registration and an athletics brochure to publicize these events on the University Reunion website. In addition, the Athletics Department sponsors horseback riding, rowing, canoeing, wall climbing, a ropes course, a zip line, and an alumni baseball game. These activities are also listed in the online athletics brochure.



Welcome Hosts and Packets: Making People Feel Special

Nothing is more crucial to the success of your Reunion than making your classmates feel welcome. For this reason, you need to work with your clerks and recruit a select group of classmates to serve as welcome hosts. Have clerks and classmates greet people at the headquarters with smiles and helpful hands. At any function, always have a group “in the know” looking out for classmates who may appear unsure of themselves.

Classes use welcome packets to effectively orient classmates to the weekend. They should include:

- a cover letter from the Reunion Chairs
- Reunion button
- an up-to-date class schedule
- meal tickets
- the Reunion Weekend schedule

NOTE: Remember to include the cost of printing your materials and envelopes in the Reunion budget. Welcome packet materials (with the exception of the Reunion schedule and button) should be designed and copied before the weekend begins.



Children and Reunion: All in the Cornell Family

For many alumni, Reunion is a family event. We encourage families to attend Reunion weekend and we make every effort to ensure that children enjoy themselves as much as their parents by offering the Reunion Youth Program on Friday and Saturday evenings.

Youth Program

The Youth Program provides adult supervision, dinner, structured programs, and recreational activities for children 6 to 15 years old. The program includes academic activities as well as games, sports, crafts, movies, and swimming. Activities are designed to be age-appropriate; there are separate schedules and activities for children 6-8, 9-12, and 13-15 years old. The program begins at 4:00 p.m. and runs until 11:00 p.m. The cost of the 2010 Youth Program was \$65 per child per day. Several policies are critical to the success of the Youth Program. These policies will enhance the children's happiness and contribute to their safety:

- Children must be pre-registered to participate in the Youth Program.
- Children under 6 are not permitted to register in the Youth Program.
- Parents must accompany their children to registration on Friday and/or Saturday.
- If parents want their children to accompany them to a specific class event, they must pick up their children and return them to their assigned groups. All arrangements must be made during morning registration at Helen Newman.
- Class clerks are not responsible for any child care arrangements. They should not be asked to babysit or

arrange for babysitters. These arrangements are the responsibility of individual parents.

- Because we must arrange for food, equipment, and youth counselors in advance, there are no youth program registration refunds after a designated date in May.
- Parents, or another adult designated by parents, must pick up their children at day's end.

The online Youth Program brochure and registration which will be posted on the University Reunion website.

Ithaca Community Childcare Center

Child care is available for children ages 12 weeks to 10 years on Friday and Saturday evenings at the Ithaca Community Childcare Center. IC3 is a nationally accredited facility located on Warren Road near the airport. The IC3 flier will be posted on the University Reunion website.



Teens

Providing for teenagers during the Reunion weekend presents a challenge as the Youth Program accepts children only up to 15 years of age. The Office of Alumni Affairs publishes a flier, which lists appropriate teen activities (for teens aged 16+) that take place on campus throughout Reunion weekend. Teens and their parents are responsible for planning their own agendas.

Class Headquarters and Entertaining Children

Liability issues have warranted stricter guidelines regarding programming for individuals under the age of 16. These guidelines will be covered in detail during the Reunion Kickoff and the Cornell Alumni Leadership Conference (CALC) weekends. Waivers must be completed by each classmate planning to bring children. (See X of the appendix.)

Because classes cannot sponsor any type of child care in class headquarters, the burden for child care programming arrangements does not lie with the Reunion chairs nor their committees. However, it is still important for those classes who expect children in the residence halls to provide some type of "children's lounge" where children under the age of 16 and their parents, or designated caregiver, can find age-appropriate activities. Consider the following when planning your "children's lounge": budget, a comfortable and secure location, age-appropriate activities including DVD movies for all ages, TV/video games, music and book CDs, board games, books, art supplies, and drinks and snacks. To help you plan, see Y, the Children Attendance chart of the appendix.

Remember, too, that many alumni may choose to return without their children or may not have children. They may have decided to come to Reunion "to get away from it all," and arranged for child care at home. Please respect their choice not

to have children involved by being sensitive to the noise levels in the children's lounge area; to room assignments in the residence halls; and the number of class events to which children are invited.

You are now well on your way to planning a record-breaking and immensely enjoyable Reunion! By being an organized Reunion chair who plans well in advance, you will enjoy both the process of preparing for your class Reunion and Reunion 2011 itself.

We look forward to working with you!



Reunion Staff Contacts (left to right):
Back row: Susan Doney, Katie Freyer, Svante Myrick
Front row: Teri Baier, Kristie Blake, Pat Burns,
Cathy Hogan, Lauren Coffey, Lynne Williams

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Attendance Chart

Reunion	# Classmates 2007	# Classmates 2008	# Classmates 2009	# Classmates 2010	% Returning Classmates 2010	Total Adults 2010	Total Classmate Record	All-Time Record Set by Class	Record Set in Year
5th	502	541	541	501	15%	547	698	1992	1997
10th	341	349	428	310	10%	392	592	1991	2001
15th	190	171	172	196	7%	264	300	1991	2006
20th	406	357	416	366	12%	510	416	1989	2009
25th	366	329	317	404	14%	505	428	1959	1984
30th	194	222	240	202	7%	274	311	1974	2004
35th	154	178	278	180	6%	256	278	1974	2009
40th	150	174	235	162	9%	247	264	1952	1992
45th	116	102	148	112	6%	191	228	1955	2000
50th	334	312	390	320	22%	515	390	1959	2009
55th	160	111	127	161	12%	272	161	1955	2010
60th	58	97	107	128	12%	205	128	1950	2010
65th	33	40	57	40	7%	61	57	1944	2009
70th	23	15	17	11	4%	26	23	1937	2007
75th	1	3	0	7	7%	16	7	1935	2010

REUNION 2010 MAILING COSTS

CLASS	MAILING	DESCRIPTION	TYPE	#	PRINT	LABOR	POSTAGE	TOTAL
1935	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print only	61	\$11	\$7	\$27	\$45
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	95	\$95	\$0	\$42	\$137
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	80	\$66	\$90	\$35	\$191
	Mailing #4	4 panel registration packet (March)	Print only	94	\$478	\$120	\$99	\$697
	Mailing #5	4 x 6 reminder postcard (May)--DID NOT PRODUCE	None	0	\$0	\$0	\$0	\$0
	Total Cost							\$1,070
1940	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print only	234	\$41	\$28	\$104	\$173
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	283	\$139	\$0	\$125	\$264
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	278	\$114	\$90	\$123	\$327
	Mailing #4	4 panel registration packet (March)	Print only	267	\$587	\$120	\$280	\$987
	Mailing #5	4 x 6 reminder postcard (May)--DID NOT PRODUCE	None	0	\$0	\$0	\$0	\$0
	Total Cost							\$1,750
1945	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	272	\$52	\$41	\$121	\$214
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	558	\$252	\$115	\$219	\$586
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	551	\$144	\$100	\$217	\$461
	Mailing #4	4 panel registration packet (March)	Print only	545	\$735	\$160	\$471	\$1,366
	Mailing #5	4 x 6 reminder postcard (May)	Print only	365	\$143	\$90	\$103	\$336
	Total Cost							\$2,964
1950	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print only	956	\$169	\$115	\$374	\$658
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	1,064	\$475	\$173	\$416	\$1,064
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	1,045	\$205	\$145	\$409	\$759
	Mailing #4	4 panel registration packet (March)	Print only	1,037	\$1,099	\$264	\$914	\$2,277
	Mailing #5	4 x 6 reminder postcard (May)	Print only	930	\$195	\$135	\$225	\$555
	Total Cost							\$5,313
1955	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	511	\$101	\$97	\$233	\$431
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	1,257	\$422	\$196	\$500	\$1,118
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	1,250	\$256	\$164	\$497	\$917
	Mailing #4	4 panel registration packet (March)	Print only	1,114	\$1,169	\$258	\$891	\$2,318
	Mailing #5	4 x 6 reminder postcard (May)	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$4,784

REUNION 2010 MAILING COSTS

CLASS	MAILING	DESCRIPTION	TYPE	#	PRINT	LABOR	POSTAGE	TOTAL
1960	Mailing #1	8.5 x 5.5 save the date postcard (October)	Did their own	0	\$0	\$0	\$0	\$0
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print only	1,439	\$473	\$195	\$569	\$1,237
	Mailing #3	11 x 4.5 class specific postcard (January)	Print only	1,434	\$253	\$180	\$567	\$1,000
	Mailing #4	4 panel registration packet (March)	Print only	1,434	\$1,063	\$256	\$1,148	\$2,467
	Mailing #5	4 x 6 reminder postcard (May)	Did their own	0	\$0	\$0	\$0	\$0
	Total Cost							\$4,704
1965	Mailing #1	8.5 x 5.5 save the date postcard (October)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print/Email	740	\$332	\$136	\$296	\$764
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	4 panel registration packet (March)	Print only	1,607	\$1,464	\$356	\$1,286	\$3,106
	Mailing #5	4 x 6 reminder postcard (May)	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$3,870
1970	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print only	1,692	\$299	\$212	\$675	\$1,186
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print/Email	1,825	\$608	\$262	\$724	\$1,594
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	4 panel registration packet (March)	Print only	1,684	\$1,494	\$371	\$1,331	\$3,196
	Mailing #5	4 x 6 reminder postcard (May)	Print/Email	707	\$167	\$114	\$176	\$457
	Total Cost							\$6,433
1975	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	1,145	\$202	\$137	\$446	\$785
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print/Email	1,282	\$429	\$199	\$502	\$1,130
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	0	0	0	\$0
	Mailing #4	4 panel registration packet (March)	Print only	2,713	\$2,212	\$426	\$2,115	\$4,753
	Mailing #5	4 x 6 reminder postcard (May)	Print/Email	1,330	\$243	\$171	\$320	\$734
	Total Cost							\$7,402
1980	Mailing #1	8.5 x 5.5 save the date postcard (October)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #2	8.5 x 11 folded class specific & survey postcard (Nov.)	Print/Email	1,172	\$395	\$186	\$461	\$1,042
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	4 panel registration packet (March)	Print only	2,855	\$2,461	\$486	\$2,199	\$5,146
	Mailing #5	4 x 6 reminder postcard (May)	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$6,188

REUNION 2010 MAILING COSTS

CLASS	MAILING	DESCRIPTION	TYPE	#	PRINT	LABOR	POSTAGE	TOTAL
1985	Mailing #1	8.5 x 5.5 save the date postcard (October)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #2	8.5 x 5.5 class specific & survey postcard (Nov.)	Print/Email	2,883	\$466	\$327	\$1,150	\$1,943
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	4 panel registration packet (March)	Print only	2,651	\$2,580	\$455	\$2,073	\$5,108
	Mailing #5	4 x 6 reminder postcard	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$7,051
1990	Mailing #1	8.5 x 5.5 save the date postcard (October)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #2	8.5 x 5.5 class specific and survey postcard (Nov.)	Print/Email	861	\$196	\$133	\$339	\$668
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	8.5 x 5.5 Registration postcard	Print only	2,930	\$456	\$199	\$1,176	\$1,831
	Mailing #5	4 x 6 reminder postcard	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$2,499
1995	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	575	\$102	\$69	\$230	\$401
	Mailing #2	8.5 x 5.5 class specific and survey postcard (Nov.)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	8.5 x 5.5 Registration postcard	Print only	2,612	\$418	\$183	\$1,067	\$1,668
	Mailing #5	4 x 6 reminder postcard	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$2,069
2000	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	293	\$52	\$90	\$135	\$277
	Mailing #2	8.5 x 5.5 class specific and survey postcard (Nov.)	Print/Email	286	\$337	\$90	\$132	\$559
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	8.5 x 5.5 Registration postcard	Print only	2,905	\$453	\$198	\$1,193	\$1,844
	Mailing #5	4 x 6 reminder postcard	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$2,680
2005	Mailing #1	8.5 x 5.5 save the date postcard (October)	Print/Email	237	\$31	\$31	\$110	\$172
	Mailing #2	8.5 x 5.5 class specific and survey postcard (Nov.)	Print/Email	301	\$218	\$90	\$146	\$454
	Mailing #3	11 x 4.5 class specific postcard (January)	Email only	0	\$0	\$0	\$0	\$0
	Mailing #4	8.5 x 5.5 Registration postcard	Print only	3,302	\$488	\$218	\$1,358	\$2,064
	Mailing #5	4 x 6 reminder postcard	Email only	0	\$0	\$0	\$0	\$0
	Total Cost							\$2,690



-- Reunion 2010 - All Classes registrations --

Registration numbers

Class	Web	Mail	Walkin	% Web	Total
Cornell Asian Alumni Association	54	9	16	68%	79
Cornell Latino Alumni Association	21	4	1	81%	26
Class of 1935		7			7
Class of 1940		11	1		12
Class of 1945		41			41
Class of 1950		120	8		128
Class of 1955	97	52	8	62%	157
Class of 1960	205	95	11	66%	311
Class of 1965	58	54	12	47%	124
Class of 1970	124	19	10	81%	153
Class of 1975	142	22	9	82%	173
Class of 1980	140	19	25	76%	184
Class of 1985	328	24	38	84%	390
Class of 1990	293	5	18	93%	316
Class of 1995	149		13	92%	162
Class of 2000	245		13	95%	258
Class of 2005	422	10	32	91%	464
Total	2278	492	215	76%	2985

**Total online registrations
(including cancelled) 3108**

Total cancelled online registrations 123

These are **registrations**, not people.
The numbers here will not match total classmates!

Reunion 2010

CLASS OF 1960: Reunion Registration Form

Register and see more information online at www.alumni.cornell.edu/reunion or return this completed form with payment by **May 28, 2010** to:

Cornell Class of 1960, Alumni Affairs, P.O. Box 6554, Ithaca, NY 14851-6554

Visit our class website at www.cornell60.org

Classmate Information

- Yes, this is my first Cornell Reunion!
 Check here if this is a new address or phone number.

First _____ Maiden (if applicable) _____ Last _____

Please print your name as you would like it to appear on your name tag; we encourage inclusion of maiden name.

Street address _____ City, State, Zip Code _____

Preferred phone _____ Cell phone (used only during Reunion weekend) _____ Vehicle license plate number (for Reunion weekend) _____

College _____ E-mail address _____ Cornell ID number (7 digit # on mailing label) _____

For use during the Reunion weekend. Must list someone NOT accompanying you to Ithaca.

Emergency contact _____ Phone _____ Relationship _____

Yes No Cornell University has my full permission to use photographs taken of me for purposes related to class and reunion media outlets including, but not limited to our class website.

Yes No I agree to have my name listed on the class and university website as attending reunion.

Guest Information

Please print name as you would like it to appear on name tag.

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Expected Arrival Date/Time

No check-ins before noon Thursday, please.

Arrival Day: Thurs. Fri. Sat. **Time:** 9 a.m.–2 p.m. 2–5 p.m. 5–9 p.m. after 9 p.m.

Meals

For special dietary needs, please contact Linda Jarschauer Johnson.

Please choose Saturday dinner entree:

of grilled beef tenderloin _____ # of grilled Alaskan halibut _____

FOR REUNION INFORMATION CONTACT:

Reunion Chairs: Sue Phelps Day: (510) 705-1885 PDT; spd6@cornell.edu

Carrie Warnow Makover: (203) 259-5482 EDT; cwm23@cornell.edu

Registration: Linda Jarschauer Johnson: (202) 265-4763 EDT; LJJ1@cornell.edu

(over)

Reunion 2010



Reunion Registration Form, page 2

Class Registration

Prices are per person.

Please refer to the enclosed information for the various fee options and what is included in each option.

		*Early Bird Fee (by 5/3)	or	Regular Fee (after 5/3)	= \$	
Full Weekend (Thursday dinner through Sunday Brunch, except Friday lunch)	# _____	@ \$350.00		@ \$375.00	= \$	_____
Friday dinner through Sunday brunch	# _____	@ \$280.00		@ \$305.00	= \$	_____
OPTIONAL: Friday lunch at Barton	# _____	@ \$ 14.50		@ \$ 14.50	= \$	_____
OPTIONAL: Saturday breakfast through Sunday brunch	# _____	@ \$208.00		@ \$293.00	= \$	_____
Souvenir - windbreaker jackets	# _____	of jackets		@ \$ 29.00	= \$	_____

Our class souvenir is a beige micro fiber windbreaker at \$29 each.

Please register by May 3 so that we can order appropriate sizes (by chest size) and quantities.

Ladies: ___S (6-8 • 33" - 36") ___M (10-12 • 37" - 39") ___L (14-16 • 40" - 42") ___XL (18+ • 43") ___XX (20)

Men's: ___S (6-8 • 37" - 40") ___M (10-12 • 40" - 43") ___L (14-16 • 43" - 46") ___XL (18+ • 43" - 46") ___XX (20 • 49" - 53")

* Please note: Early-bird deadlines end at midnight, Eastern Daylight Time.

TOTAL CLASS REGISTRATION FEE:

Housing

The University Residential Hall charge is \$52/adult per night or save \$32.50 by staying all three nights at a cost of \$123.50/adult.

The Class of 1960 Headquarters will be located in Kay/Court/Bauer Hall. All rooms are accessible by elevator. We will try to accommodate requests for grouping of rooms requested by mutual agreement. List Grouping: _____

I/We will be staying elsewhere. Please indicate where: _____

I/We will be staying in Kay/Court/Bauer Hall.

Total number of adults _____ X \$123.50 for all three nights = \$ _____

OR

Total number of adults _____ X Total Nights _____ X \$52 per night = \$ _____

TOTAL HOUSING FEE:

If you have a mobility impairment that requires a special housing assignment (near entrance, first floor, etc.), or transportation needs, please explain below. Special housing/transportation assignments can only be made if registration forms are postmarked by 5/28/10.

Special housing/transportation need: _____

Class of 1960 has a limited number of rooms at three hotels for Reunion weekend: Courtyard Marriott, (607) 330-1000, Holiday Inn (607) 272-1000 and Ramada Inn, (607) 257-3100. Please call direct for reservations, and remember, Class of 1960, first come, first served!

Payment

Subtotal for class registration (from above) = \$ _____

Subtotal for housing (from above) = \$ _____

TOTAL AMOUNT DUE:

We prefer on-line registration and payment
www.alumni.cornell.edu/reunion

I have enclosed a check made payable to **Cornell Class of 1960**. Check # _____

I am using my Visa / MasterCard / Discover / American Express (circle one).

Credit Card Number _____ Expiration Date _____

Name as it appears on your Credit Card _____

Signature/Date _____

Receipt of your registration will be acknowledged. Until May 28, 2010, all registrations are fully refundable. Refunds will not be processed until after Reunion weekend.

Reunion 2010



CLASS OF 1980: Reunion Registration Form

Register online at www.alumni.cornell.edu/reunion or return this completed form with payment by **May 28, 2010** to: Cornell Class of 1980, Alumni Affairs, P.O. Box 6554, Ithaca, NY 14851-6554

Visit our class website at classof80.alumni.cornell.edu

Join us on Facebook at <http://www.facebook.com/search/?q=Cornell+class+of+1980>

Classmate Information

- Yes, this is my first Cornell Reunion!
 Check here if this is a new address or phone number.

First _____ Maiden (if applicable) _____ Last _____

Please print your name as you would like it to appear on your name tag; we encourage inclusion of maiden name.

Street address _____ City, State, Zip Code _____

Preferred phone _____ Cell phone (used only during Reunion weekend) _____ Vehicle license plate number (for Reunion weekend) _____

College _____ E-mail address _____ Cornell ID number (7 digit # on mailing label) _____

For use during the Reunion weekend. Must list someone NOT accompanying you to Ithaca.

Emergency contact _____ Phone _____ Relationship _____

Yes No Cornell University has my full permission to use photographs taken of me for purposes related to class and reunion media outlets including, but not limited to our class website.

Yes No I agree to have my name listed on the class and university website as attending reunion.

Guest Information

Please print name as you would like it to appear on name tag.

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Child _____ Age (as of 06/10/10) _____ Child _____ Age as of (6/10/10) _____

Child _____ Age (as of 06/10/10) _____ Child _____ Age as of (6/10/10) _____

Expected Arrival Date/Time

No check-ins before noon Thursday, please.

Arrival Day: Thurs. Fri. Sat. **Time:** 9 a.m.–2 p.m. 2–5 p.m. 5–9 p.m. after 9 p.m.

Meals

For special dietary needs, please specify.

of Kosher _____ # of Vegetarian _____ # of Gluten-Free _____

FOR REUNION INFORMATION CONTACT:

Reunion Co-Chair: Nancy MacIntyre Hollinshead: (631) 269-2136; njmhm@optonline.net

Reunion Co-Chair/Registration Chair: Jodi Diehl Nestle: (845) 429-4825; wanda4fun@yahoo.com (over)

Reunion 2010



Reunion Registration Form, page 2

Class Registration

Prices are per person. Please refer to the enclosed information for the various fee options and what is included in each option.

	*Early Bird Fee (by 5/3)	Regular Fee (after 5/3)	
Full Weekend (Thursday dinner through Sunday Brunch)	# _____ @ \$295.00	@ \$310.00	= \$ _____
Friday through Sunday Brunch	# _____ @ \$265.00	@ \$280.00	= \$ _____
Friday (after dinner) through Sunday Brunch	# _____ @ \$220.00	@ \$235.00	= \$ _____
Saturday through Sunday Brunch	# _____ @ \$195.00	@ \$210.00	= \$ _____
All day Saturday	# _____ @ \$150.00	@ \$175.00	= \$ _____
Optional: Class Photo	# _____	@ \$ 25.00	= \$ _____
All Alumni Lunch-Friday, Adult price	# _____	@ \$ 14.50	= \$ _____
All Alumni Lunch-Friday, Child price	# _____	@ \$ 7.00	= \$ _____
Children/Teen Full Weekend: 6 - 12 years IN University Youth Program**	# _____	@ \$ 40.00	= \$ _____
6 - 12 years NOT in University Youth Program	# _____	@ \$ 80.00	= \$ _____
13 - 15 years IN University Youth/Teen Program**	# _____	@ \$ 75.00	= \$ _____
13 - 15 years NOT in University Youth/Teen Program	# _____	@ \$140.00	= \$ _____
16 - 20 years	# _____	@ \$140.00	= \$ _____
Children/Teen Sat - Sun: 6 - 12 years IN University Youth Program**	# _____	@ \$ 30.00	= \$ _____
6 - 12 years NOT in University Youth Program	# _____	@ \$ 60.00	= \$ _____
13 - 15 years IN University Youth/Teen Program**	# _____	@ \$ 65.00	= \$ _____
13 - 15 years NOT in University Youth/Teen Program	# _____	@ \$120.00	= \$ _____
16 - 20 years	# _____	@ \$120.00	= \$ _____

**This form does NOT enroll and/or cover fees for University Youth Program or IC3 Childcare. To register for these programs, you must register separately online.
 Please contact Jodi Diehl Nestle if you are attending the Cornell Asian Alumni Association or Cornell Latino Alumni Association Reunion. Receipt of your registration will be acknowledged. Until May 28, 2010, all registrations are fully refundable.
 * Please note: Early-bird deadlines end at midnight, Eastern Daylight Time.
 Refunds will not be processed until after Reunion weekend.

TOTAL CLASS REGISTRATION FEE:

Housing

The University Residential Hall charge is \$52/adult per night or save \$32.50 by staying all three nights at a cost of \$123.50/adult. Children's rates are \$28.00/child per night (12 and under) or save \$28 for all 3 nights at a cost of \$56/child. There is no charge for children who do not need a bed (sleep in porta-crib, on the floor etc.) and stay in a parent's room.

The Class of 1980 Headquarters will be located in RPCC Lounge with housing in High Rise 1. (Dorms are now non-smoking)

I/We will be staying in High Rise 1.

Total number of adults _____ X \$123.50 for all three nights = \$ _____

OR

Total number of adults _____ X Total Nights _____ X \$52 per night = \$ _____

AND

Total number of children _____ X Total Nights _____ X \$28/\$56 per night = \$ _____

TOTAL HOUSING FEE:

If you have a mobility impairment that requires a special housing assignment (near entrance, first floor, etc.), please explain below. Special housing assignments can only be made if registration forms are postmarked by 5/28/10.

Special housing need: _____

I/We will be staying elsewhere. Please indicate where: _____

Class of 1980 has a limited number of rooms at two hotels for Reunion weekend: Holiday Inn (607) 272-1000, and La Tourelle (607) 273-2734. Please call direct for reservations, and remember, first come, first served!

Payment

Subtotal for class registration (from above) = \$ _____

Subtotal for housing (from above) = \$ _____

TOTAL AMOUNT DUE:

If you are paying with a credit card, please consider using our secure on-line system to register.

I have enclosed a check made payable to **Cornell Class of 1980**. Check # _____

I am using my Visa / MasterCard / Discover / American Express (circle one).

Credit Card Number _____ Expiration Date _____

Name as it appears on your Credit Card _____

Signature/Date _____

Reunion 2010



CLASS OF 1995: Reunion Registration Form

Register online at www.alumni.cornell.edu/reunion or download this form and mail by **May 28, 2010** to: Cornell Class of 1995, Alumni Affairs, P.O. Box 6554, Ithaca, NY 14851-6554

Classmate Information

- Yes, this is my first Cornell Reunion!
 Check here if this is a new address or phone number.

First _____ Maiden (if applicable) _____ Last _____

Please print your name as you would like it to appear on your name tag; we encourage inclusion of maiden name.

Street address _____ City, State, Zip Code _____

Preferred phone _____ Cell phone (used only during Reunion weekend) _____ Vehicle license plate number (for Reunion weekend) _____

College _____ E-mail address _____ Cornell ID number (7 digit #) _____

For use during the Reunion weekend. Must list someone NOT accompanying you to Ithaca.

Emergency contact _____ Phone _____ Relationship _____

- Yes No Cornell University has my full permission to use photographs taken of me for purposes related to class and reunion media outlets including, but not limited to our class website.
 Yes No I agree to have my name listed on the class and university website as attending reunion.

Guest Information

Please print name as you would like it to appear on name tag.

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Guest/spouse _____ If Cornellian: maiden name (if applicable), class, and college _____ Cornell ID number _____

Child _____ Age (as of 06/10/10) _____

Child _____ Age (as of 06/10/10) _____

This form does NOT enroll and/or cover fees for the university Youth Program or IC3Child Care. To register for these programs, you must register online at alumni.cornell.edu/reunion.

Expected Arrival Date/Time

No check-ins before noon Thursday, please.

Arrival Day: Thurs. Fri. Sat. **Time:** 9 a.m.-2 p.m. 2-5 p.m. 5-9 p.m. after 9 p.m.

Dietary Needs

For special dietary needs, please contact your Reunion Chairs.

of Kosher _____ # of Vegetarian _____ # of Gluten-Free _____

Special Events

To help us plan, please indicate the number who will be attending. There is no additional fee for this event.

I/We would like to attend: Family Fun in the Sun event on the Arts Quad (Saturday 1:30 - 3:30 p.m.)

If yes, # of adults _____; # of children _____ # of children _____ # of children _____
(ages 1-3) (ages 4-6) (ages 7+)

FOR REUNION INFORMATION CONTACT:

Reunion Co-Chairs: Evangeline D. Loh: edl2@cornell.edu, Lisa Powell Fortna: lisafortna@yahoo.com

Registration Chair: Steve Strell: strells@mac.com

(over)

Reunion 2010



Reunion Registration Form, page 2

Class Registration

Prior to completing this section, please read the package information on the class website and what is included in the different options.

		*Early Bird Fee (by 5/10) or Regular Fee (after 5/10)			
Adult:	The Long Weekend (Thursday-Sunday)	# _____	@ \$199.50	@ \$225.00	= \$ _____
	Mini (Saturday only) - not staying in the dorm	# _____	@ \$150.00	@ \$165.00	= \$ _____
	BYOB: Bring Your Own Babysitter (age 16 or older)	# _____	@ \$100.00		= \$ _____
	Infant (<1 year of age)	# _____	@ \$ FREE		= \$ _____
Children:	Child (1 year - 5 years of age)	# _____	@ \$ 25.00		= \$ _____
	6 -12 years NOT in University Youth Program	# _____	@ \$ 70.00		= \$ _____
	6 -12 years IN University Youth Program**	# _____	@ \$ 35.00		= \$ _____
	Friday adult all-alumni affair	# _____	@ \$ 14.50		= \$ _____
Optional:	Friday all-alumni affair (ages 6-12)	# _____	@ \$ 7.00		= \$ _____
	Class Photo 8 x 10 color print	# _____	@ \$ 25.00		= \$ _____

** This form does NOT enroll and/or cover fees for the university Youth Program or IC3 Child Care. To register for these programs, you must register separately online.
 * Please note: Early-bird deadlines end at midnight, Eastern Daylight Time.

TOTAL CLASS REGISTRATION FEE:

Housing

The University Residential Hall charge is \$52/adult per night or save \$32.50 by staying all three nights at a cost of \$123.50/adult. Children's rates are \$28.00/child per night (12 and under) or save \$28 for all 3 nights at a cost of \$56/child. There is no charge for children who do not need a bed (sleep in porta-crib, on the floor etc.) and stay in a parent's room.

The Class of 1995 Headquarters will be located in Low Rise 9 with overflow housing in Low Rise 10.

- I/We will be staying in the dorms.
- I/We will be staying elsewhere. Please indicate where: _____

Total number of adults _____ X \$123.50 for all three nights = \$ _____

OR

Total number of adults _____ X Total Nights _____ X \$52 per night = \$ _____

AND

Total number of children _____ X \$56 per child for all three nights = \$ _____

OR

Total number of children _____ X Total Nights _____ X \$28 per night = \$ _____

TOTAL HOUSING FEE:

If you have a mobility impairment that requires a special housing assignment (near entrance, first floor, etc.), please explain below. Special housing assignments can only be made if registration forms are postmarked by 5/28/10.

Special housing need: _____

Class of 1995 has a limited number of rooms at two hotels for Reunion weekend: Homewood Suites (800) Call-Home, and Clarion Inn (607) 257-2000. Please call direct for reservations, and remember, rooms are limited!

Payment

If you are paying with a credit card, please consider using our secure on-line system to register.

Subtotal for class registration (from above) = \$ _____

Subtotal for housing (from above) = \$ _____

TOTAL AMOUNT DUE:

- I have enclosed a check made payable to **Cornell Class of 1995**. Check # _____
- I am using my Visa / MasterCard / Discover / American Express (circle one).

Credit Card Number _____ Expiration Date _____

Name as it appears on your Credit Card _____

Signature/Date _____

Receipt of your registration will be acknowledged. Until May 28, 2010, all registrations are fully refundable. Refunds will not be processed until after Reunion weekend.

Arrival Times Chart

		1935	1940	1945	1950	1955	1960	1965	1970	1975	1980	1985	1990	1995	2000	2005
NUMBER OF PEOPLE CHECKED IN																
Thursday June-10	9am-2pm	2	7	15	39	90	91	30	29	28	11	32	29	10	16	25
	2pm-5pm	5	7	14	78	69	150	42	52	24	30	33	56	36	47	39
	5pm- 9pm	3	8	13	18	36	87	33	26	44	46	90	53	44	44	55
	Late					4	6	9	9	10	29	39	44	15	24	35
Thursday Total		10	15	42	135	199	334	114	116	106	116	194	182	105	131	154
Friday June 11	Early				2	2	5		5	2	5	12	9	3	4	5
	9am-2pm		4	2	24	32	64	28	37	46	33	69	84	29	70	54
	2pm-5pm		1	6	14	15	58	23	28	54	44	94	104	61	49	50
	5pm- 9pm				10	14	18	12	14	15	30	135	154	35	59	71
Friday Total			3	8	8	9	9	63	92	7	11	47	60	11	27	132
Saturday June 12	Early				58	63	154			124	123	357	411	139	209	312
	9am-2pm		3	3	4	10	10	10	23	18	21	71	47	27	16	15
	2pm-5pm		6	3	5		13	3	7	2	45	11	14	4	1	3
	5pm- 9pm			2	3				5	5		1	15	4		7
Saturday Total		6	3	8	12	10	23	13	35	29	68	85	80	36	22	39
Grand Total		16	26	58	205	272	511	190	243	259	307	636	673	280	362	505

CORNELL UNIVERSITY HOUSING REGISTRATION FORM

REGISTRANT NAME (LAST, FIRST, MIDDLE) _____

CLASS _____ CORNELL ID# _____

ARRIVAL DATE: THURS FRI SAT

DEPARTURE DATE: FRI SAT

TOTAL NUMBER OF ADULTS _____

TOTAL NUMBER OF CHILDREN (12 AND UNDER OCCUPYING A BED) _____

Housing information to be completed by Campus Life
(please discard after entering data into the online database)

Residence Hall Name _____

Single Room Numbers / _____ Double Room Numbers
/ room # _____ room # _____

Reunion Registration Process

Registrations by mail:

- DAY ONE:**
- Classmates mail registrations



- DAYS TWO - FOUR:**
- Bank receives registration forms
 - Processes credit cards and deposits checks into the class reunion account
 - Bank scans and drops forms into secure file box same day and sends email notification to registration chairs



- DAYS FOUR - TEN:**
- Class registration chair reviews scanned forms
 - Inputs data into reunion data base
 - Follows up with classmates (if necessary)
 - Sends email or printed confirmation to registrant

±



Registrations on-line:

- DAY ONE:**
- Classmates register on-line
 - Class registration chair is copied on each classmate's email confirmation
 - Fees are automatically charged to classmate's credit card
 - Verisign/Paypal credits class reunion account



- DAY ONE - SEVEN:**
- Class registration chair reviews classmate's registration information on a rolling basis
 - Follows up with classmates (if necessary)

Budget Worksheet

CLASS OF _____					
CLASSMATES					
ADULT GUESTS					
TOTAL EXPECTED ATTENDANCE					
	BUDGET 1	BUDGET 2	BUDGET 3	ACTUAL	VARIANCE
FIXED COSTS (TOTAL \$ AMOUNTS)					
CONFIRMATION MAILINGS					
ADDITIONAL MAILING COSTS					
VERISIGN FEE	120	120	120		
WELCOME PACKETS					
ENTERTAINMENT					
CLERK HOUSING					
CLERK MEALS					
CLERK TIPS					
CLERK WAGES					
HEADQUARTERS DECORATIONS					
HEADQUARTERS FOOD					
ADDITIONAL HEADQUARTERS SUPPLIES					
CLASS HQ CHILDREN'S PROGRAM					
SOUVENIRS					
REUNION CHAIR REIMBURSEMENTS					
BUDGET CUSHION					
MISC RENTALS (dance floor, helium tank, etc)					
OTHER					
OTHER					
TOTAL FIXED COSTS					
FIXED COSTS PER PERSON					
VARIABLE COSTS (INDIV. \$ AMOUNTS)					
UNIVERSITY FEE					
CREDIT CARD FEES					
HQ SOFT DRINKS, BEER, WINE, ICE, CUPS					
HEADQUARTERS LIQUOR					
THURSDAY COCKTAILS					
THURSDAY DINNER					
FRIDAY BREAKFAST					
FRIDAY LUNCH					
FRIDAY COCKTAILS					
FRIDAY DINNER					
SATURDAY BREAKFAST					
SATURDAY LUNCH					
SATURDAY COCKTAILS					
SATURDAY DINNER					
SUNDAY BREAKFAST					
TOTAL VARIABLE COSTS PER PERSON					
FIXED COSTS PER PERSON					
VARIABLE COSTS PER PERSON					
TOTAL REUNION COST PER PERSON					

2010 Reunion Fees

Class	Fee Description	Fee
1935/1940	Adult Fee - Full Weekend	No Fee
1945	Adult Fee - Before (After) May 21- Full Weekend	\$180 (\$200)
	Adult Fee - Before (After) May 21- Friday lunch through Sunday Breakfast	\$135 (\$155)
	Adult Fee - Before (After) May 21- Saturday lunch through Sunday Breakfast	\$90 (\$110)
1950	Adult Fee - Before (After) May 14 - Full Weekend	\$290 (\$310)
	Adult Fee - Before (After) May 14 - Friday dinner through Sunday Brunch	\$240 (\$260)
	Adult Fee - Before (After) May 14- Saturday breakfast through Sunday Brunch	\$155 (\$175)
1955	Adult Fee - Before (After) April 30 - Full Weekend	\$310 (\$330)
	Adult Fee - Before (After) April 30 - Friday dinner through Sunday Brunch	\$270 (\$290)
	Adult Fee - Before (After) April 30 - Saturday lunch through Sunday Brunch	\$230 (\$250)
1960	Adult Fee - Before (After) May 3 - Full Weekend (except Friday lunch)	\$350 (\$375)
	Adult Fee - Before (After) May 3 - Friday dinner through Sunday brunch	\$280 (\$305)
	Adult Fee - Before (After) May 3 - Saturday breakfast through Sunday brunch	\$208 (\$293)
1965	Adult Fee - Before (After) May 3 - Full Weekend	\$325 (\$355)
	Adult Fee - Before (After) May 3 - Friday before dinner through Sunday brunch	\$295 (\$325)
	Adult Fee - Before (After) May 3 - Saturday breakfast to Sunday brunch	\$225 (\$250)
	Adult Fee - Before (After) May 3 - Saturday dinner to Sunday brunch	\$130 (\$145)
1970	Adult Fee - Before (After) May 10 - Full Weekend	\$320 (\$350)
	Adult Fee - Before (After) May 10 - Friday before dinner through Sunday brunch	\$290 (\$320)
	Adult Fee - Before (After) May 10 - Saturday lunch through Sunday	\$235 (\$260)
	Adult Fee - Before (After) May 10 - Saturday reception and dinner only	\$85 (\$100)
1975	Adult Fee - Before (After) May 3 - Full Weekend	\$299 (\$325)
	Adult Fee - Before (After) May 3 - Friday before dinner through Sunday brunch	\$265 (\$290)
	Adult Fee - Before (After) May 3 - Friday after dinner through Sunday brunch	\$205 (\$230)
	Adult Fee - Before (After) May 3 - Saturday through Sunday brunch	\$190 (\$215)
	Adult Fee - Before (After) May 3 - Saturday reception and dinner only	\$75 (\$95)
1980	Adult Fee - Before (After) May 3 - Full Weekend	\$295 (\$310)
	Adult Fee - Before (After) May 3 - Friday through Sunday brunch	\$265 (\$280)
	Adult Fee - Before (After) May 3 - Friday after dinner through Sunday	\$220 (\$235)
	Adult Fee - Before (After) May 3 - Saturday through Sunday brunch	\$195 (\$210)
	Adult Fee - Before (After) May 3 - All day Saturday	\$150 (\$175)
	Child Fee - 0-5 Years	\$0
	Child Fee 6-12 In (NOT in) Youth Program - Full Weekend	\$40(\$80)
	Child Fee 13-15 In (NOT in) Youth/Teen Program - Full Weekend	\$75 (\$140)
	Child Fee 16-20 - Full Weekend	\$140
	Child Fee 6-12 In (NOT in) Youth Program - Saturday - Sunday	\$30 (\$60)
	Child Fee 13-15 In (NOT in) Youth/Teen Program - Saturday - Sunday	\$65 (\$120)
	Child Fee 16-20 - Saturday - Sunday	\$120

Class	Fee Description	Fee
1985	Adult Fee - Before (After) May 7 - Full Weekend (The Rah Rah)	\$255 (\$280)
	Adult Fee - Before (After) May 7 - Friday after 9pm - Sunday (The Weekender)	\$210 (\$240)
	Adult Fee - Before (After) May 7- Day Tripper (no housing)	\$145 (\$165)
	BYOB: Bring Your Own Babysitter (ages 16+)	\$115
	Child Fee - 0-5 Years	\$20
	Child Fee - 6-12 Years In (NOT in) Youth Program	\$60 (\$85)
	Child Fee - 13+ Years	\$100
1990	Adult Fee - Before (After) May 5 - Full Weekend	\$210 (\$235)
	Adult Fee - Before (After) May 5 - Arrival after 8:30pm Friday through Sunday	\$165 (\$190)
	Adult Fee - Before (After) May 5 - Saturday Only (Not staying in HQ)	\$110 (\$135)
	BYOB: Bring Your Own Babysitter (ages 16+)	\$125
	Child Fee - 0-5 Years	\$15
	Child Fee - 6-12 Years In (NOT in) Youth Program	\$45 (\$80)
	Child Fee - 13+ Years In (NOT in) Youth/Teen Program	\$65 (\$130)
1995	Adult Fee - Before (After) May 10 - The Long Weekend (Thursday-Sunday)	\$199.50 (\$225)
	Adult Fee - Before (After) May 10 - Mini (Saturday only) - not staying in the dorm	\$150 (\$165)
	BYOB: Bring Your Own Babysitter (ages 16+)	\$100
	Child Fee - Under 1 Year	\$0
	Child Fee - 1-5 Years	\$25
	Child Fee - 6+ Years In (NOT in) Youth Program	\$35(\$70)
2000	Adult Fee - Before (After) May 3 - The Long Weekend - prior to 9 P.M. Friday	\$179 (\$210)
	Adult Fee - Before (After) May 3 - The Short Weekend - after 9 P.M. Friday	\$144 (\$175)
	BYOB: Bring Your Own Babysitter (ages 16+)	\$115
	Child Fee - Under 1 Year	\$0
	Child Fee - 1-5 Years	\$42
	Child Fee - 6-12 Years NOT in Youth Program	\$89
2005	Adult Fee - Before (After) May 5 - Full Weekend	\$140 (\$165)
	Adult Fee - Before (After) May 5 - Friday after dinner through Sunday	\$115 (\$140)

HOUSING BED COUNTS

Class	Adults	Children	Clerks	Total	Bed Nights	Early Arrival Nights	Total Bed Nights	Adult 1- Night	Adult 2- Night	Adult 3- Night	Child 1- Night	Child 2- Night	Child 3- Night
1945	0	0	0	0	0	0	0	0	0	0	0	0	0
1950	90	0	4	94	268	12	280	1	12	81	0	0	0
1955	162	0	5	167	472	22	494	5	19	143	0	0	0
1960	327	0	5	332	904	54	958	8	84	240	0	0	0
1965	121	0	3	124	322	12	334	11	35	78	0	0	0
1970	155	1	5	161	399	22	421	17	56	87	1	0	0
1975	188	3	4	195	483	15	498	12	86	94	0	0	3
1980	166	8	3	177	430	13	443	18	64	87	0	6	2
1985	381	48	5	434	992	28	1020	29	222	135	1	30	17
1990	315	76	4	395	905	25	930	23	179	117	12	37	27
1995	122	18	3	143	354	6	360	9	51	65	2	11	5
2000	252	3	2	257	634	23	657	5	131	118	0	2	1
2005	407	0	2	409	943	14	957	14	262	133	0	0	0
CRC	45	0	0	45	130	8	138	5	8	32	0	0	0
NRV	86	7	1	94	195	6	201	24	40	23	2	0	5
CAAAA	75	10	5	90	223	20	243	4	37	39	0	7	3
CLAA	14	0	3	17	48	12	60	1	7	9	0	0	0
AH	0	0	16	16	36	20	56	1	4	9	0	0	0
JGSM	48	0	3	51	116	4	120	9	19	23	0	0	0
Law	31	0	3	34	87	9	96	2	11	21	0	0	0
Vet	4	0	0	4	5	0	5	3	1	0	0	0	0
Catering	0	0	13	13	39	0	39	0	0	13	0	0	0
TOTAL	2989	174	76	3239	7946	325	8271	201	1328	1534	18	93	63

HOTEL ASSIGNMENT CHART

CLASS	HOTEL	# ROOMS
1936/1941/1946	Statler	100
	Best Western	25
1951	Statler	35
	Best Western	5
1956	Courtyard Marriott	10
	Ramada Inn	15
1961	Courtyard Marriott	25
	Holiday Inn	20
	Ramada Inn	10
1966	Courtyard Marriott	10
	Hilton Garden Inn	20
	La Tourelle	5
1971	Hilton Garden Inn	10
	Holiday Inn	10
1976	Hilton Garden Inn	20
	Holiday Inn	10
1981	La Tourelle	5
	Holiday Inn	15
1986	Hampton Inn	15
	Homewood Suites	15
	Holiday Inn	10
1991	Homewood Suites	10
	Hampton Inn	15
	Clarion Inn	15
1996	Homewood Suites	10
	Clarion Inn	15
2001	Comfort Inn	30
	Meadow Court	10
2006	Econo Lodge	10
	Meadow Court	25

Best Western (272-6100)	Hampton Inn (277-5500)	La Tourelle (273-2734)
Clarion Inn (257-2000)	Hilton Garden Inn (277-8900)	Meadow Court (800-852-4014)
Comfort Inn (272-0100)	Holiday Inn (272-1000)	Ramada Inn (257-3100)
Courtyard Marriott (866-541-3600)	Homewood Suites (1-800-Call-Home)	Statler (800-541-2501)
Econo Lodge (257-1400)		

DINING AND CAPACITY CHART

Building	Room	Seated	Standing	With Buffets/Bars
A.D. White	All 3 Rooms	75	125	
Anabel Taylor	Edwards	80	100	
	Founders	75	150	
	One World	125	200	
* Alice Cook House	Dining Room	272	500	200
	Common Room	60	120	
* Appel Commons	*North Star Dining Down	380	750+	375
	*North Star Dining Up	50		
	*Multi-Purpose Room	216	325	150
	*Lounge	50	75	
Bartels Hall	Lobby		300	
	Ramin Room	600-800	1500	4-500
	Newman Arena	700	1200+	
Barton Hall		1500	5000	1000
* Big Red Barn	Whole Building	120	200	85
Biotech Building	Small Room	30	50	
	Large Room	200	300	150
* Carl Becker House	Dining Room	264	500	200
	Common Room	60	120	
Clark Hall	Room 700	175	240	
	Room 701	75	140	
Corson Mudd	Atrium	Reception Only	200	
**Duffield Hall	Baum Atrium	88	175	
	Winter Garder Atrium	40	52	
	Swanson Atrium	80	150	
	Atrium Terrace	32	75	
* Flora Rose House	Dining Room	270	350	200
	Common Room	100	175	
*Hans Bethe House	*Dining Room	370	500	300
	*Common Room (Upstairs)	60	120	
	Common Room			
**Johnson Museum	Lobby	Reception Only	200	
	6th Floor	70	100	
* Keeton House	Dining Room	200	420	160
	Common Room	175	200	
*Kennedy Hall	*Trillium: Downstairs	320 Total	416 Total	275
	Upstairs			
Moakley House	Common Room	120	180	
Riley-Robb	Orval C. French	50+	75+	
* Risley	Dining	180	325	
* Robert Purcell Marketplace Eatery	*North	225	350	Must use Existing Setup
	*West	150	300	Must use Existing Setup
	*South	225	300	Must use Existing Setup
	*Whole Dining Room	650	800	Must use Existing Setup
Sage Hall (Thurs. only)	Atrium	350	500	275
Schoellkopf	Hall of Fame	105	300	
Snee Hall	Atrium	80	100	
Weill Hall	First Floor Atrium	150 (chairs only)	250	75
	2nd-4th Floor Atriums	30 each floor	60 each Floor	30
Willard Straight	Memorial/Outdoor terrace	225	225	150
	* Elhurst	200	150	Use Existing
	* Ivy	265	350	Use Existing
	* Okenshields	375	450	Use Existing
* Cornell Catering Only Sites	** Preferred Caterers only			
This is a list of availabilities as	of June 2009			

**EVENT FUNCTION SHEET
(TO BE COMPLETED FOR EACH EVENT)**

CLASS: _____ REUNION CHAIR(S): _____

EVENT: _____ DATE: _____ TIME: _____

EVENT CONTACT(S): _____

EVENT HOST(S): _____

ESTIMATED ATTENDANCE: _____ TRANSPORTATION NEEDS: _____

TABLES: _____ CHAIRS: _____

SPECIAL EQUIPMENT (TENT SIZE AND LOCATION, PA/AV, LECTERN, OTHER):

SEE ATTACHED DIAGRAM OF SET-UP: _____ YES _____ NO

RECEPTION LOCATION: _____ RAIN SITE: _____

TIME: _____ HOST/CASH BAR: _____

BARTENDER: _____ CONTACT: _____

MEAL LOCATION: _____ RAIN SITE: _____

TIME: _____ BUFFET/SIT DOWN: _____

CATERER: _____ CONTACT: _____

MENU: _____

ENTERTAINMENT/SPEAKER: _____ CONTACT: _____

TIME: _____ SPECIAL EQUIPMENT: _____

ADDITIONAL INSTRUCTIONS/DIAGRAM:

Working with your caterer: Who Does What?

Cornell Reunion

June 9-12, 2010

Alumni Affairs

Assign dining sites
Reserve campus spaces
Provide support to reunion chairs
Provide information about sites
Review and coordinate set-up
Arrange for:

1. Chairs
2. Dance Floors
3. Electricity
4. Tents
5. PA Systems
6. Tables
7. Portajohns
8. Dumpsters

Reunion Chairs

Determine menu
Communicate directly with caterer
Compare caterer bids
Sign contracts
Give guaranteed numbers to caterer
Continue to update numbers with caterer
Give special requests to caterer
Review final dining layout with caterer
Approve payment of invoices

Caterers

Attend Reunion Kick-Off
Provide packets with sample menus & prices
Sign contract with chairs
Communicate directly with chairs
Provide diagrams & counts to AA
Get guarantees & special meal requests
Send bills to Chairs to authorize payment
Provide:
 Linens
 Tableware
 Centerpieces
Garbage Pick-Up- VERY IMPORTANT

REUNION 2010
Beverage and Significant Food Consumption

YR.	HQ ADULTS	# CASES SODA	SODA COST (INCLUDES DEPOSIT)	# CASES JUICE	JUICE COST	# CASES WATER	BIG RED WATER COST	# JUGS OF CHEMUNG WATER	CHEMUNG WATER (INCLUDES DELIVERY/PICK UP FEE)	# CASES BEER	BEER COST (INCLUDES DEPOSIT)	# BAGS ICE	TOTAL ICE COST	# CASES WINE	WINE COST	HQ FOOD COST	TOTAL FOOD AND BEV COST
'50	205	10	\$93.20	4	\$34.60	10	\$95.00	2	\$54.55	9	\$121.60	8	\$64.00	14	\$1,224.00	\$274.50	\$1,961.45
'55	272	10	\$97.98	2	\$17.30	1	\$9.50	3	\$58.45	18	\$260.75	12	\$96.00	9	\$684.00	\$303.00	\$1,526.98
'60	515	20	\$169.60	24	\$207.60	16	\$152.00	3	\$58.45	9	\$183.55	12	\$96.00	0	\$0.00	\$478.75	\$1,345.95
'65	191	9	\$88.20	0	\$0.00	6	\$57.00	3	\$58.45	11	\$143.70	8	\$64.00	5	\$384.00	\$268.50	\$1,063.85
'70	247	9	\$85.80	1	\$8.65	0	\$0.00	8	\$84.20	9	\$122.00	12	\$96.00	9	\$846.00	\$65.00	\$1,307.65
'75	256	17	\$159.40	3	\$25.95	0	\$0.00	10	\$92.00	15	\$223.50	12	\$96.00	5	\$414.00	\$263.75	\$1,274.60
'80	274	11	\$106.60	3	\$25.95	0	\$0.00	12	\$131.05	9	\$148.85	12	\$96.00	3	\$228.00	\$118.00	\$854.45
'85	505	39	\$367.80	25	\$216.25	5	\$47.50	16	\$152.80	38	\$700.55	12	\$96.00	9	\$1,152.00	\$547.25	\$3,280.15
'90	510	23	\$218.20	12	\$103.80	3	\$28.50	20	\$151.55	30	\$749.95	20	\$160.00	10	\$1,008.00	\$172.50	\$2,592.50
'95	264	13	\$122.60	6	\$51.90	0	\$0.00	10	\$98.25	30	\$572.00	12	\$96.00	8	\$600.00	\$133.50	\$1,674.25
'00	392	44	\$416.80	10	\$86.50	0	\$0.00	15	\$99.00	43	\$696.35	12	\$96.00	5	\$384.00	\$316.25	\$2,094.90
'05	547	82	\$750.80	70	\$605.50	0	\$0.00	18	\$154.45	69	\$959.15	16	\$128.00	10	\$792.00	\$52.50	\$3,442.40
CRC	57	7	\$66.20	1	\$7.65	2	\$19.00	1	\$50.65	6	\$133.30	12	\$96.00	2	\$150.00	\$198.00	\$720.80
CLAA	28	6	\$58.80	10	\$86.50	4	\$38.00	0	\$0.00	3	\$135.80	6	\$48.00	1	\$84.00	\$130.25	\$581.35
CAAA	116	14	\$127.60	8	\$69.20	0	\$0.00	11	\$102.15	26	\$375.00	12	\$96.00	2	\$180.00	\$540.00	\$1,489.95
Beer cost includes plastic cups. A case of Michelob product only contains 18 cans. Soda includes iced tea and tonic water.																	

Clerks' Common Tasks

This list is meant only as a general guide for clerk tasks. Typically one or two clerks are responsible for certain tasks each day in order to have adequate coverage and consistency.

TUESDAY/WEDNESDAY

- Pick up class or group van(s)
- Inventory rentals when they are delivered
- Store run for incidentals (coffee items, paper products, poster supplies, etc.)
- Set up registration area
- Set up kitchen area
- Set up refreshment center (cups, tubs, plastic ware, napkins, etc.)
- Set up a system for tracking rentals
- Set up recycling area
- Set up message board, athletic board, etc.
- Set up an information area for handouts, posters, etc.
- Set up a lost and found area
- Get the web-based registration up and running
- Print off list of all-alumni lunch ticket pre-registrations
- Print off nametag list
- Print names on buttons
- Put together welcome packets
- Decorate headquarters
- Make signs & hang posters
- Get the petty cash & accounting system ready
- Order dinner to be delivered to headquarters
- Attend a computer registration training session (offered Tues. afternoon and Wed. morning)
- Check tables, chairs and tent at HQ, if applicable, to ensure they're set up properly

THURSDAY

- Staff registration desk from 10:00 a.m. to 1:00 a.m.
- Inventory & store soda/juice/water/beer/wine when it is delivered
- Refrigerate "significant food" trays delivered by Cornell Catering
- Become familiar with the building
- Review headquarters notebook
- Review class/group/university reunion schedule
- Get to know the residence life housing contact & housing assignment staff
- Get money ready for evening pick up
- Review and learn the bus schedule for class or group events
- Determine where the bus stop is at or near HQ
- Check class or group dining sites two hours before each function

FRIDAY

- Staff registration desk from 7:00 a.m. to 1:00 a.m.
- Check beer/wine supply
- Check soda/juice/water/food supply
- Check cups/ice supply

- Check class or group dining sites two hours before each function
- Print off lists of classmates who have arrived and post
- Get money ready for evening pick up

SATURDAY

- Staff registration desk from 7:00 a.m. to 1:00 a.m.
- Enter into database all outstanding walk-in registrations by 2:00 p.m. sharp
- Check class or group dining sites two hours before each function
- Check beer/wine supply
- Check soda/juice/water/food supply
- Check cups/ice supply
- Get money ready for evening pick up

SUNDAY

- Staff registration desk from 7:00 a.m. to 12:00 noon
- Help transport luggage
- Gather and inventory all rentals
- Gather items that can be donated
- Take appropriate items (headquarters supply box, donations, etc.) to Alumni House
- Inventory beer/wine, which will be picked up and credited
- Lock up rentals and supplies that will be picked up later
- Process all accounting items
- Write down any final notes for Alumni Affairs contact
- Take down banners and all signs
- Clean up class or group garbage
- Gather lost and found items and give to Campus Life's Housekeeping staff
- Take perishable and non-perishable donations to FDN loading dock
- Return class or group van(s)
- Turn in timesheets at Alumni House when done and your Chairs have released you

THROUGHOUT THE WEEKEND

- Registration/Check-in
- Hand out welcome packets
- Give parking directions/help unload outside of headquarters
- Help carry luggage inside
- Clear common areas of garbage, clutter, etc.
- Provide van transportation
- Answer questions and give directions to campus events
- Keep a sense of humor

Example of Clerks Schedule

Class of 1986 Reunion Clerks

Housed: Megan (21) Reunion Chairs: Dina Lewisohn (events)
Henry (21) Katie Boyar (registration)

Amy (21), Liz (20), Amina (19)

Wednesday, June 6th

12 - 9 pm (all clerks) – registration, set up, etc.

Thursday, June 7th

Liz 9 am – 6 pm (Registration, put out non-alcoholic drinks and food)
Amina 9 am – 6 pm (Registration, put out non-alcoholic drinks and food)
Amy 10 am – noon, 4 pm – midnight
(Registration, set up, monitor drinks, set up kids area, meet Sal from Spike's BBQ with Dina)
Megan 9 am - noon, 6 pm – 1 am
(Check supplies, registration, close down headquarters at 1 am)
Henry 3 pm - 1 am (Set up, monitor drinks, Souvlaki House food, registration, close down headquarters at 1 am, store computers, etc.)

Friday, June 8th

Liz 7 am – 5 pm (Registration, set up kids corner, put out non-alcoholic drinks and food, point person for CTB breakfast)
Amina 8 am –noon , 4 pm – 10 pm
(Registration, set up kids corner)
Amy noon – 10 pm (Registration, set up and monitor drinks, point person for Perfect Settings)
Megan 9 am - noon, 5 pm – 1 am
(Check supplies, registration, close down headquarters at 1 am)
Henry 3 pm - 1 am (Set up, monitor drinks, Souvlaki House food, registration, close down headquarters at 1 am, store computers, etc.)

Saturday, June 9th

Liz 7 am – 5 pm (Registration, set up kids corner, put out non-alcoholic drinks and food, point person for CTB breakfast)
Amina 7 am – 5 pm (Registration, set up kids corner)
Amy 10 am – 7 pm (Registration, point person for BBQ, bring beer and wine up to Biotech Quad, point person for happy hour on Sat. at Ho Plaza)
Megan 9am to 1 pm, 5 pm to 1 am
(Check supplies, work with Amy on wine and beer supplies at lunch, manage HQ, close down headquarters at 1 am, store computers, etc.)

Sunday, June 10th

Liz 8 am – 1 pm (Set up kids corner, put out non-alcoholic drinks and food, point person for CTB breakfast)
Amina 8 am - 1 pm (Set up kids corner, put out non-alcoholic drinks and food)
Amy 9 am – 2 pm (Inventory supplies, make sure TV, VCR etc., Clean up)
Megan 9 am – 2 pm (Inventory supplies, make sure TV, VCR etc., Clean up)
Henry 9 am – 2 pm (Inventory supplies, make sure TV, VCR etc., Clean up)

Clerks Schedule Chart

	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	
Wednesday																				
9 hours																				
Liz																				
Amina																				
Amy*																				
Megan - d *																				
Henry - d *																				

	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	
Thursday																				
9 hours																				
Liz																				
Amina																				
Amy*																				
Megan - d *																				
Henry - d *																				

	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	
Friday																				
10 hours																				
Liz																				
Amina																				
Amy*																				
Megan - d *																				
Henry - d *																				

	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	
Saturday																				
10 hours																				
Liz																				
Amina																				
Amy*																				
Megan - d *																				
Henry - d *																				

	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	
Sunday																				
5 hours																				
Liz																				
Amina																				
Amy*																				
Megan - d *																				
Henry - d *																				

Reunion 2010 Clerk Pay

Reunion Class	# of Adults	Total # of Clerks	# of Experienced Clerks	Avg. Clerk Regular Hours	Avg. Clerk Overtime Hours	Total Avg. Clerk Hours.	Avg. Pay per Clerk	Total Average Clerk Expenses*
1950	205	6	1	51.6	11.9	63.5	\$607	\$3,644
1955	272	6	1	41.1	0.0	41.1	\$360	\$2,158
1960	515	7	1	51.0	8.5	59.5	\$558	\$3,905
1965	191	5	1	52.9	8.7	61.6	\$577	\$2,887
1970	247	5	1	45.3	0.0	45.3	\$396	\$1,982
1975	256	5	1	48.4	0.1	48.5	\$425	\$2,123
1980	274	5	1	46.7	2.2	48.9	\$437	\$2,187
1985	505	6	1	43.6	7.8	51.4	\$484	\$2,903
1990	510	6	1	52.7	0.2	52.9	\$464	\$2,783
1995	264	5	1	46.6	1.4	48.0	\$426	\$2,128
2000	392	5	2	52.0	0.8	52.8	\$466	\$2,329
2005	547	5	1	51.6	2.1	53.7	\$479	\$2,396
CRC	57	2	0	50.1	8.5	58.6	\$550	\$1,099
Reg Wage	New	Exp. - 1 yr.	Exp. - 2 yrs.	Exp. - 3 yrs.	OT Wage	New	Exp. - 1 yr.	Exp. - 2 yrs.
	\$8.75	\$9.25	\$9.75	\$10.25		\$13.13	\$13.88	\$14.38
* Please note that each class may be required to pay payroll taxes and minimum benefits for some students, approx. 10.25%								

Sample of a Clerk Welcome Email

Welcome Aboard the Cornell Class of 1990 20th Reunion Team!

Konnichiwa from Kobe!

Hi, Lauren, Jonathan, Katharine, Michael, Shaquasha, and Melanie!

On behalf of my co-chair Elinor Langfelder Schwind and the Class of 1990, I thank you for being an important part of our reunion team.

For the success of our 20th reunion festivities, we need your energy and enthusiasm, and we are counting on you to use your Cornell smarts, people skills, teamwork and communication to help us help our classmates and guests have a good time.

To start, please take a look at our reunion schedule and think about where you would like to be assigned. <http://classof90.alumni.cornell.edu/aad/1990/upload/Class-of-1990-Reunion-brochure-2010.pdf>

As much as possible, we want to match your interests and talents with the events at which we need your help. Because of the many fantastic successes Cornell had this year in sports, we are particularly excited about our Saturday reception and dinner at Lynah Rink and Newman Arena! We have even arranged to have the Pep Band play and we are trying to borrow the Big Red costume, so I hope one or two of you are willing to play the part for the evening.

As you know, many of our classmates will be coming with their families. In addition to our Fun in the Sun Arts Quad event on Saturday, we will also have a kids room set up. We are hoping that you like working with children and teenagers. Please also let me know if any of you are artistic, creative and good at sign making--you will be the chief decorators for our reunion headquarters at Mary Donlon Hall!

We also need someone who is great with Facebook and Twitter as we will have a PC available for classmates to upload their photos throughout the weekend and hope to have one of you tweeting and uploading those photos onto our class fan page. <http://www.facebook.com/Cornell90> Also, our ultimate dream is to have a highlights slideshow on Sunday, so speak up if you are good with multimedia presentations.

We will be in touch in the coming weeks with more details about our planned clerk schedule and tasks. In the meantime, we encourage you to ask any questions you have.

We wish you all the best for the rest of the semester and finals, and especially congratulate Lauren and Jonathan on their upcoming graduation and acceptance to law school and medical school.

Go, Big Red!

Rose Tanasugarn
Reunion Co-Chair
nt28@cornell.edu

RENTAL EQUIPMENT

Rentals we pay for:

- Bullhorn
- Chairs
- Cribs
- Coffeemaker
- Easels
- High chairs
- Ice tub
- Tables
- Television
- VCR/DVD
- Shelf stereo
- Sound system for Presidential visits
- Walkers
- Wheelchairs

Rentals Classes pay for:

- Balloons
- Dance Floors
- Digital piano
- Helium Tank
- Overhead projector
- Pipe and Drape
- Popcorn Machine
 - popcorn
 - bags
- Projection Screen
- Sound system
- Stanchions and rope
- Freezers

CHILDREN ATTENDANCE CHART

Reunion	5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	CRC	NRY	Totals
1989	0	12	27	101	72	8	0							220
1990	7	30	34	105	86	14	0							276
1991	0	25	75	127	118	12	2							359
1992	2	39	49	144	71	12	0							317
1993	2	57	74	117	138	30	0							418
1994	0	65	65	196	117	19	0							462
1995	0	64	45	165	117	15	0							406
1996	—	—	—	—	181	—	—							181
1997	—	—	117	172	120	9	5							423
1998	0	79	92	210	119	27	0							527
1999	2	77	92	197	205	27	4							604
2000	3	73	95	201	125	34	4	8		1				544
2001	3	57	67	166	184	44	11			2				534
2002	0	50	137	275	157	47	10	2	1	0		10	8	697
2003	3	24	80	213	168	19	5	2	2	5		1	10	532
2004	0	48	119	249	239	100	7	4	0	1	2	9	1	779
2005	0	41	81	221	157	42	11	8	0	2	0	5	5	573
2006	0	36	104	161	164	70	13	16	3	1	0	0	4	572
2007	0	36	90	247	245	43	2	4	1	0	0	5	6	679
2008	0	33	81	186	149	64	5	3	1	0	0	0	14	536
2009	0	41	52	254	130	68	22	8	0	0	1	0	13	589
2010	0	15	56	204	148	47	9	3	0	0	0	0	12	494