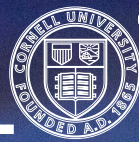


# Reunion



## Planning Guide 2020



Cornell University

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# Table of Contents

**THANK YOU** for serving as the Reunion chair for your alumni class/group!

This Reunion Planning Guide is one of the many tools that the Class Programs team provides to help you plan the most successful and rewarding Reunion possible. Please regularly refer to this manual and bring it with you to all Reunion planning sessions over the next year.

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# Goals



Throughout the planning process, always keep in mind your main goals for Reunion:

**First, inspire your classmates to return to Ithaca** for Reunion weekend. This will involve your committee's personal outreach to alumni who may or may not currently be engaged with Cornell, while keeping the costs associated with Reunion as affordable as possible.

**Second, plan a fun and meaningful experience** for your classmates and their guests. By providing a personal touch, your Reunion will serve as a one-of-a-kind event to reconnect old friends, create positive memories, and introduce alumni and their friends and families to today's Cornell.

## Workshops and Monthly Milestones

In order to assist Reunion chairs, the Class Programs team has carefully designed and scheduled a series of workshops, trainings, and milestones throughout the planning process:

### WORKSHOPS

- ▶ Reunion Kickoff (RKO): Held in Ithaca for one weekend in September or October
- ▶ Reunion Mid-Winter Training (date & details coming soon)
- ▶ Registration video training series available for registration chairs in February
- ▶ Clerk Volunteer Training Webinar: Spring 2020
- ▶ Clerk/Chair Briefing: Held in Ithaca the week of Reunion



# Workshops and Monthly Milestones

## MONTHLY MILESTONES

The Class Programs staff sends monthly updates and request sheets to help Reunion chairs stay on track. Here's an overview:

### AUGUST

Finalize housing assignments

Submit dining venues questionnaire

*Cornell Alumni Magazine* copy due for class column

### SEPTEMBER

Reunion mailing #1 sent (with video)

Reunion Kickoff registration due

Reunion Kickoff weekend

Receive Reunion Planning Guide

Submit Reunion Communications Plan

### OCTOBER

Receive update #1

Update your class's Reunion webpage

Reunion mailing #2 sent

*Cornell Alumni Magazine* copy due for class column

### NOVEMBER

Receive update #2

Begin planning your detailed schedule

Finalize caterers and costs

Finalize souvenir costs

### DECEMBER

Finalize your Reunion budget

Reunion mailing #3 copy due

*Cornell Alumni Magazine* copy due for class column

### JANUARY

Receive update #3

Reunion mailing #3 sent

Reunion mailing #4 copy due

Finalize class registration fees and packages

### FEBRUARY

Attend Reunion Mid-Winter Training

Receive update #4

Request special guest visits

Finalize your schedules

Request buses for special events

Reunion registration training videos available

*Cornell Alumni Magazine* copy due for class column

### MARCH

Receive update #5

Rental orders placed

Online registration launched

Request deposits for caterers

Reunion mailing #4 sent

### APRIL

Receive update #6

HQ food and beverage orders placed

Reunion mailing #5 sent (with video)

Request for petty cash

*Cornell Alumni Magazine* copy due for class column

Clerk Management Webinar

### MAY

Receive update #7

Clerk schedule finalized

Contact your clerks

Provide briefing information for special guest visits

Reunion mailing #6 and #7 sent

### JUNE

Clerk/Chair Briefing

Reunion weekend!

Receive post-Reunion update

Reunion mailing #8 sent

### JULY

Reunion evaluations due

Finalize Reunion billing

### AUGUST

Submit final Reunion financial report

# Reunion Support Staff

**Reunion planning is a team effort! Here are key personnel to help you:**

- ▶ **Class Programs staff members** serve as your primary contact for planning Reunion. These volunteer managers are also responsible for coordinating all Reunion logistics, including transportation, rentals, and working with campus affiliates and partners.
- ▶ **Alumni Affairs staff members** provide expert support with initiatives involving social media, marketing, metrics, technology, fundraising, and leveraging support from other campus partners.
- ▶ **Conference Services staff members** serve as your primary contact for headquarters setup, on campus housing-related inquiries, and pre-assignments.
- ▶ **Student clerks** are assigned to assist your class/group throughout Reunion weekend.
- ▶ **Head clerks** are assigned to support Class Programs staff and your student clerks. Head clerks are stationed at staff headquarters during Reunion.
- ▶ **Other alumni** can also provide peer-to-peer support with your Reunion planning. Reunion chairs from your sister classes may share their experiences to assist your decision-making. In addition, alumni from your class may be willing to serve on your Reunion committee.

## Your Reunion Committee

**Carefully selecting your Reunion committee made up of fellow class/group volunteers may be one of the most important assignments you will have as Reunion chair. Not only will a wealth of additional ideas be available to you, but involving your peers in the planning process will most likely increase their interest in, and enthusiasm for, Reunion.**

Delegating Reunion assignments to capable committee members will also lighten your load so that you can enjoy Reunion yourself. A network of peers that personally encourages others to come will help boost attendance and also make guests feel that they're among friends when they get to campus. Moreover, by involving new volunteers, you are helping to create a pool of names for future leadership—a long-term benefit to your class/group and Cornell.

**Roles that can be delegated include the following:**

- Coordinating pre-Reunion activities and regional events
- Processing registration forms and confirmations (50th Reunion)
- Organizing hosting committees to welcome and converse with guests, especially those who look lost or alone upon arrival
- Coordinating catering and meal planning
- Serving as class/group column liaison
- Coordinating affinity group networking

- Planning a forum
- Planning entertainment
- Coordinating souvenir selection
- Decorating headquarters
- Dining coordination
- Taking photos for your website and social media channels, before and during the weekend

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. Decide on the best mode of communication early in the process. Please be sure to advise your Reunion staff contact of the names and responsibilities of your key committee members so that they may be properly recognized.

# Encouraging Your Classmates to Return for Reunion

The key to a successful Reunion is getting alumni to attend. Marketing Reunion to your classmates is a combined effort between your class/group and Cornell's Alumni Affairs team.

## PAPER AND ELECTRONIC MARKETING

Your Reunion staff contact will help oversee the marketing initiatives coordinated by Cornell. Using a branded Reunion message that has a consistent look and feel, these mailings are designed to reach and appeal to the largest number of Cornellians.

In other words, templates have already been designed for the majority of the mailings—but you will be able to supply personalized text to insert within some of the marketing pieces. In some cases, you will be able to choose the delivery method for the mailing. Reunion chairs will complete a Reunion

Communications Plan form during RKO indicating whether a paper or electronic mailing is preferred.

There is no charge for the design of your mailings; we take care of that for you. All fees for printing and postage will be charged directly to your class account. (Refer to the Reunion mailing costs in the appendix.)

Below is a general timeline for Alumni Affairs-driven marketing initiatives. Areas shaded in blue indicate a communication message that may be customized for your class, with text supplied by the Reunion chair. Please be sure that all deadlines are met in a timely fashion!

### Mid-September — mailing #1, save the date

Through e-mail and social media channels, Class Programs sends a video with a "save the date" message to all Reunion classes/groups.

### Late October — mailing #2, Reunion details

By postcard or e-mail, Class Programs sends Reunion details, including hotel and headquarters information. It also promotes one image on social media channels.

### November/December — magazine ad

Class Programs places a full-page Reunion advertisement in the *Cornell Alumni Magazine*.

### Mid-January — mailing #3, class- or group-specific details

By postcard or e-mail, Class Programs sends class- or group-specific Reunion details. It also promotes one image on social media channels.

### Mid-February — nostalgic social media post

Class Programs promotes one "reminiscing" image on social media channels.

### Early March — registration heads-up video via social media

Class Programs shares a promo video on social media channels to create excitement about registration coming later in the month.

### Late March — mailing #4, call to register

Class Programs sends a brochure or postcard/e-mail, calling for alumni to register. It also promotes one image on social media channels.

### March/April — magazine ad

Class Programs places a full-page Reunion advertisement in the *Cornell Alumni Magazine*.

### Mid-April — mailing #5, Reunion is exciting

Through e-mail and social media channels, Class Programs sends a video with a "Reunion is fun" message to all Reunion classes/groups.

### Early May — mailing #6, call for early-bird registration

Through postcard or e-mail, Class Programs sends early bird registration reminder. Each mailing is customized with contact information of registration and Reunion chairs. Class Programs also promotes one image on social media channels.

### Late May — mailing #7, event reminder

Class Programs sends an e-mail to all registrants, saying "can't wait to see you!" On social media channels, it also promotes one image about livestreaming opportunities.

### Mid-June — mailing #8, thank you and survey

Class Programs sends a "thank you" e-mail to all registrants and asks them to fill out the post-event survey. It also promotes one image on social media channels.

# Encouraging Your Classmates to Return for Reunion

## PEER-TO-PEER OUTREACH

**Peer-to-peer marketing enormously impacts attendance figures. Surveys show that one of the main reasons that alumni return for Reunion is because they were personally invited to attend by a friend or former classmate.**

There are many ways you can inspire enthusiasm for Reunion attendance. Select a combination that will appeal to your class or group. Remember that Cornell volunteers and staff already produce over 2,000 events annually, so it may be easier and more efficient to coordinate with existing events rather than trying to produce your own.

Here are some ideas that have worked well for other classes and groups:

- **Make the most out of pre-Reunion events** to connect with peers. Examples: a tailgate at an athletic event; a picnic or cocktail party at a local hot spot.
- **Coordinate with local Cornell clubs** for regional gatherings. Ask their event planners for the list of attendees beforehand and sort by class year, then reach out to those alumni and ask them to meet you at the gathering. You could also just forward the club's invitation to alumni you know in the area and arrange to meet up.
- **Join forces with other classes/groups**, including Reunion classes, non-Reunion classes, or groups of your decade, to make the event more fun and festive and keep expenses to a minimum.
- **Network with affinity groups**, gathering alumni who share things in common such as a fraternity or sorority, sport, or club interest. Affinity networking also helps to capture the updated contact information of your classmates. For more information about affinity networking resources, connect with your staff contact.
- **Consider phonathons** to build Reunion interest 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. Focus first on people who have already shown interest in Cornell over the last few years: they've attended previous Reunions or regional events, volunteered, paid class dues, or given a gift. Your Reunion contact can give you a list of these classmates.
- **Use your Class Notes column in the Cornell Alumni Magazine** to reach a wide audience. Don't let an issue go by without a paragraph about Reunion in your column! Reunion chairs should send information to class correspondents so they can include it in the publication.
- **Use e-mail strategically** to reach your peers. Electronic messages need to be clear, concise, and useful—linking to key websites and Reunion volunteer contact information whenever applicable.
- **Promote Reunion events and milestones online and through social media.** To help implement the Reunion marketing timeline generated by Cornell, you should post updates on your class/group webpage and through social media platforms. This is a great way to keep your peers informed about progress and deadlines, answer frequently asked questions to a larger audience, and help them stay connected with each other and their alma mater. You will want to include a link to Cornell's Reunion website: [www.alumni.cornell.edu/reunion](http://www.alumni.cornell.edu/reunion)



# Budgets and Registration Fees

**Reunion budgeting is based on the premise that your class/group will break even. In other words, your Reunion registration fees, which you will want to be as affordable as possible, should cover the expenses necessary for your class or group to organize and implement your Reunion.**

Your Reunion staff contact will assist you with the process of budgeting. Here are a few helpful tips and tools to guide your planning:

- **Accounts:** To pay Reunion expenses, a university account must be used. Our business manager will set one up for each class and group. Checks and credit card charges will be deposited into this account as they are received. (See the appendix for details on the Reunion registration process and account numbers.) Payments made through the online registration system will also be directly deposited into your Reunion account.
- **Purchasing information:** There are many decisions to make about purchases and contracts. Please refer to the general purchasing sheet in the appendix to guide you.

- **University fee:** As you create your Reunion budget, there is a line item on the budget for the university fee. This per-person fee helps defray the costs of university Reunion goods and services. The university fee covers many costs associated with Reunion such as tent rentals, facilities, headquarters, computer equipment, vehicles, and on-campus transportation. (See the appendix for the full list of services covered by the university fee.) Your Reunion account will be charged this fee following Reunion weekend.

- **Registration fee and estimated attendance:** 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 the appendix. Past Reunion attendance figures are also included in the appendix.

*Important note:* You must offer packages with different lengths of stay to suit the needs and availabilities of your classmates. Your Reunion staff contact will help you work through this plan. Be sure that all fees include a fair share of the fixed costs. As a resource, a list of registration fees from last year's Reunion is provided in the appendix.





# Registration

**An organized and timely registration process is the cornerstone of a successful Reunion. To help you, Class Programs will set up online registration pages with class/group-specific content.**

Your class/group will also need to appoint a registration chair, and classes celebrating their 50th Reunion and older will have the option of using paper-based registration forms in addition to online registration.

- **Registration chair:** 50th Reunion classes and younger, and groups, must find a registration chair who can process 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. The bulk of activity will take place between late March and early June. (See the appendix for charts showing percentage numbers of online vs. paper registrations and dates processed.) The registration chair needs to be computer-literate and have daily access to the Internet. In addition, registration chairs must be able to field alumni requests for special registration options and consider what requests can be accommodated. Registration chairs

may also take on the role of the housing coordinator. Room pre-assignments should be coordinated and special housing accommodations may be requested with assistance from Cornell's Conference Services staff. To help with all of these, we will offer online training videos in February.

- **Processing paper forms (50th Reunion and older):** Encourage your peers to register online because it's a time-saver for everyone involved; however, classes celebrating a 50th or more senior Reunion can use paper forms, which Class Programs can help you personalize. Peers who register through this method will mail their completed forms to a lockbox in Ithaca where payments will be processed and where the forms will be scanned and stored in a secure electronic folder on a daily basis. Your registration chair will have easy access to the scanned forms, and input registration information into the database and send confirmations. When someone registers online, a confirmation is sent electronically and automatically by the registration system. The registration chair may need to print the confirmation and mail it to registrants who do not have a valid e-mail address.

# Housing

**Your housing location will serve as your headquarters throughout Reunion weekend. You will use it for small gatherings, social hours, and breakfasts. Consequently, you will want your housing to be visually attractive, well-organized, and smoothly run. Plan adequately and keep the following in mind:**

- **Conference Services staff:** Conference Services staff members will assist you with preparations while providing information and guidance on various housing-related issues. Far in advance, make sure to address topics such as handicap accessibility, pre-assigned rooms, lounge space, kitchen areas, bulletin boards, and secure storage areas. Throughout the year, you must also update your Conference Services staff contact about how you will be using the residence hall for events. In addition, arrange a brief meeting with your Conference Services staff **members** in June so you can introduce them to your committee members and your clerks, and so you can review last-minute details. At Reunion Kickoff, you should visit your assigned residence hall to visualize and plan for a functional, uncluttered layout for a welcome area and for registration check-in.

- **Housing costs:** The fees for university housing are determined annually and are announced at Reunion Kickoff. Daily rates for adults and children are available, as well as a special three-night package. Towels and bedding are included, but maid service is not. Conference Services will direct bill your Reunion account for housing fees after Reunion. These fees will have already been collected in your Reunion account from classmates who checked in and attended Reunion. A summary of the number of beds used for your sister class's Reunion last year is located in the appendix.
- **Housing for children and youth:** Children must be accompanied by a parent to stay in residence halls. Children sixteen years of age and older may have a room next to their parent(s), but infants and younger children must share a room with their parent(s). You should encourage peers with young children to bring portable cribs, sleeping bags, or air mattresses. A very limited number of port-a-cribs may be provided upon advance request. There will be no fee for children who are not sleeping in a bed in the room shared with their parent(s).

# Housing

- **Hotels:** Hotel space in Ithaca is limited! The 65th, 70th, 75th, and 80th Reunions are housed in the Statler Hotel, and the 60th has a small block of rooms there. The Statler is not available for any other class or group. Class Programs has reserved blocks of hotel rooms in Ithaca that will be available for Reunion attendees. In the fall marketing mailing to alumni, we will indicate blocks of available rooms and advise attendees to call directly to make their reservations. Note that these rooms will not be available before this late-October mailing.
- **Housing accessibility:** Cornell places considerable emphasis on campus accessibility. Dorms have a limited number of accessible rooms, and those rooms are indicated on housing rosters. In addition, the Reunion website will provide information about accessibility transportation (equipped with a

hydraulic lift). If you have any questions about Cornell facilities or need assistance, reach out to your Reunion staff contact.

- **No smoking and no pets:** Smoking is not permitted in the rooms, and pets are not allowed, with the exception of service animals.
- **Early arrivals for Reunion committee members:** In a spring update request sheet, we will ask you to submit your early arrival room requests for those key committee members arriving on Tuesday/Wednesday prior to Reunion to assist you with setup. For early arrivals, Conference Services offers each class or group 16 bed nights of free housing.

*Important note:* When communicating with alumni about on-campus housing, emphasize how convenient, and—more importantly—nostalgic these residence halls are!

# Meals, Caterers, and Alcohol

## THERE ARE FIVE STEPS TO PLANNING YOUR REUNION MEALS:

- ▶ Consider your assigned meal locations.
- ▶ Decide upon the type of meal, buffet or served.
- ▶ Select a caterer.
- ▶ Determine alcohol options.
- ▶ Finalize the price and menu.

You will also need to consider the following:

## DINING LOCATIONS AND LOGISTICS

Barbecues and picnics are very popular for both lunches and dinners. Any outdoor meals should be held under a tent for protection from rain or sun. Class Programs will arrange for all tents, choose the appropriate-size tent, and arrange for electricity and light installation. (For on-campus dining locations and capacities and possible tent dining locations, please refer to the appendix.)

In addition, our Class Programs staff will provide tables and chairs for meal locations based on counts provided by the caterer. We will need to know your caterer's serving-table needs and layout, so our staff can help determine numbers for specific events.

## WEATHER-EMERGENCY INDOOR LOCATIONS

In case of severe weather conditions, such as lightning, high winds, or hail, any outdoor meals that are under tents will have an emergency indoor location assigned by our staff. Class Programs will determine the alternative indoor location based on capacity and proximity of your event. Class Programs, in conjunction with Cornell Catering and university officials, will make all emergency weather-related decisions.

The timeframe will be as follows: Breakfast decisions will be made the previous evening at 10:00 p.m.; lunch decisions will be made at 8:30 a.m. of the same day; and reception/dinner decisions will be made at 2:00 p.m. of the same evening. Once the decisions have been made they will not be reversed. You will receive more information about the emergency plan later in the planning process.

# Meals, Caterers, and Alcohol

## MEAL CONSIDERATIONS

- **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. As people are becoming more health-conscious, you may also offer items such as whole-grain breads and cereals, hard boiled eggs, yogurt and fresh fruit. For Sunday morning, you may plan a more extensive breakfast or brunch as a nice way to end a great weekend.

In giving guarantees to your caterer, you should try to carefully estimate how many of your classmates might choose instead to attend their college breakfasts or eat at the hotel where they are staying.

Sometimes, classes and groups choose not to work with caterers, organizing their breakfasts themselves. However, this could be very time-consuming and stressful, especially for committee members responsible for planning and executing the meal. Clerks can help in the preparation, serving, and cleanup of a do-it-yourself breakfast, but remember to balance your other morning duties. If you decide not to use a caterer, you can refer to the appendix for a list of local pastry suppliers.

- **Lunches:** You may plan lunches on both Friday and/or Saturday, or take advantage of CU for Lunch at the Statler.

Many Reunion planners leave free time for attendees to explore campus and enjoy meals at favorite restaurants downtown or in Collegetown. Leaving lunch open on one day eliminates the need for the Reunion planner to think about organizing another meal! It also lowers the registration fee.

- **Receptions and dinners:** Reunion planners need to consider meal plans for Thursday, Friday, and Saturday nights. The youngest groups tend to plan little or nothing for Thursday evening since the majority of their attendees do not arrive until very late on Thursday evening or Friday morning. Classes or groups beyond the 15th Reunion, however, can expect to see many hungry attendees on Thursday evening.

Many classes and groups hold a casual welcome buffet at 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 option. To help you estimate your meal counts over the weekend, please refer to the appendix.



# Meals, Caterers, and Alcohol

## CHOOSING CATERERS

Selecting a caterer based on your venue and type of meal is key. You may choose one or several caterers throughout the weekend. (See the list of caterers in the appendix.) Note that you must use Cornell Catering if your dining location is at one of the exclusive Cornell Dining locations (also listed in the appendix).

As soon as you've communicated with a caterer, please let your Reunion staff contact know. Our Class Programs office maintains 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 preregister, so they need a caterer who can handle last-minute additions.

**Important note:** Have your catering arrangements in writing, and make sure that both parties sign a contract.

- Use a budget worksheet (See 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, setup and cleanup arrangements, menu, gratuity, guarantees, and costs.
- Arrange for silverware, dishes, and table coverings, and consider compostable options.
- Account for special meal needs (i.e., kosher, vegetarian, gluten-free, vegan, or medical restrictions/allergies).
- Plan adequate buffet lines and bars to serve your guests quickly and efficiently.
- Submit a final guarantee to the caterer.
- Assign a clerk or committee member to check the dining venue in advance of meals to make sure everything is in order.
- At the event, introduce yourself (or the appropriate committee member) to the catering manager as the contact person for questions or problems.
- Understand the responsibilities of the caterer and Class Programs. (Refer to the appendix for "Working with Your Caterer – Who Does What.")



## ALCOHOL AT MEALS

Reunion planners must also be aware of the strict guidelines on the distribution and consumption of alcohol. All alcohol served with meals must be purchased through the licensed caterer for your event. Headquarter beer and wine cannot be transported to another location. Headquarter bars are typically open from 3 p.m. - 1 a.m. Committee members are responsible for monitoring their bars during operation and being mindful of minors.

## FINALIZING YOUR MENU

In finalizing your menu, please be sure to consider alternatives for those guests with dietary restrictions. Keep in mind you may have to revise your menu based on budgetary constraints.



# Programming

**Determining your class/group schedule is one of the more difficult tasks for Reunion planners. It's important to strike a balance between planning activities exclusively for your class/group and having enough "unscheduled" time for your guests to attend other activities on campus. When you consider all of the Reunion events offered by colleges and units, classes and groups, and the university, it's no surprise that Reunion attendees are often unable to fit all their aspirations into one weekend.**

So, remember that you don't need to schedule an abundance of your own specific programming, especially if your budget will not accommodate it. Allow ample opportunities for your guests to enjoy Reunion on their own—taking in the view from the Slope, paddling a canoe on Beebe Lake, or touring some of the new buildings around campus. (See the appendix for a list of common Reunion events.)

## UNIVERSITY-SPONSORED EVENTS AND ENTERTAINMENT

The Cornell University Service of Remembrance and Thanksgiving, the Olin Lecture, Reunion 5K, A Conversation with President Martha E. Pollack, Mix and Mingle Garden Party, Cornelliana Night, and the Arts Quad Tent Parties are some of the more popular annual university events. Most of these activities are free and open to all alumni.

## COLLEGE AND UNIT PROGRAMMING AND RECREATIONAL ACTIVITIES

Because alumni like to see deans and faculty showcase their achievements, college breakfasts and lectures are popular among Reunion attendees—as are open houses with fraternities and sororities. In addition to these events, the Athletics department and Recreational Services sponsor rowing, canoeing, wall climbing, a ropes course and zip line. Wine tastings, hiking the gorges, visiting the Cornell Botanic Gardens or Cornell Lab of Ornithology, and exploring area attractions are often at the

top of the list for returning alumni. These activities may require additional fees and separate registration. All activities will be listed on the Reunion website in April.

## CLASS/GROUP-SPONSORED ACTIVITIES

- **Class/Group forums:** These popular events bring classmates together. Forum topics are of special interest to many classes/groups, and the forum format ranges from panel discussions to showcases of work by notable peers. Classes/groups can collaborate with each other or with colleges in planning these events, which are often free, open to the public, and are a good way to feature class talent. Please work through your Reunion staff contact to request a potential speaker.
- **Entertainment groups:** Reunion planners have found that music can enhance their class events. Along with the university-sponsored events, there are several entertainment offerings throughout the weekend that you can include on your class schedule, including the Savage Club and Chorus and Glee Club concerts. We recommend student a cappella groups or the Big Red Band for added entertainment. Class Programs will coordinate schedules for the following student groups:
  - After Eight (all women a cappella group)
  - Big Red Band
  - The Hangovers (all men a cappella group)
  - Touchdown the bear

If you would like to hire a band or a DJ but do not have anyone in mind, your Reunion staff contact can offer suggestions—we maintain a list of local musicians, from student singing groups, to local jazz, rock, and swing bands.

Please keep in mind that all performers must sign a Cornell entertainment contract, and many require you to pay for their meals. Artists often request a deposit before Reunion (if so, you must get a separate invoice for the deposit) and also require payment immediately following the engagement. Be sure to determine if the artist requires a stage for the band, a dance floor, a sound system, or other equipment.

- **Class/Group photos:** You can hire your own photographer, or we can arrange for University Photography to take a group photograph. You may choose to offer a printed photo, a digital file, or both to your classmates. Printed photos may be pre-ordered when listed as an option on your registration page. Digital files may be purchased and shared with all classmates through e-mail or social media. Discuss your schedule with your Reunion staff contact to determine the best time and location for your class/group photo. Aside from the traditional group photo, you can hire a professional photographer for all or part of the weekend, or ask someone in attendance to be



# Programming

the Reunion photographer. Digital pictures taken by classmates throughout the weekend can be shared via social media or a photo sharing platform.

- **Ice cream socials:** Some of you may plan a late-night serve-yourself sundae bar or a full-service ice cream party following your lunch or dinner, or you can provide a freezer with assorted flavors of ice cream in your headquarters throughout the weekend. Contact information for ice cream suppliers is available in the appendix.
- **Events at area attractions:** Along with the university-sponsored opportunities for class and group events, you have the option of planning a gathering off-campus at one of the many Ithaca-area attractions. Whether you are visiting one of the state parks, hiking the gorges, or hosting a brewery or winery tour, events at local attractions are a great way to explore and experience the area. Your Reunion staff contact can help you with arrangements.

## CHILDCARE OPTIONS

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 Cornell Kids Club on Friday and Saturday evenings, family-friendly programming, and Ithaca-based childcare options.

Below are a few guidelines about children at Reunion:

- ▶ Children under the age of 16 must be supervised at all times.
- ▶ No one under the age of 21, including children of alumni (regardless of whether they are accompanied by a parent), will be permitted on the Arts Quad during the Tent Parties, and picture ID may be requested.
- **Reunion Kids Club:** This service provides adult supervision, dinner, a structured program, and recreational activities for children six 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 within different age groups. The program begins at 3:00 p.m. and runs until 11:00 p.m. Several policies are critical to the safety and enjoyment of the program:
  - ▶ Children must be preregistered to participate. Reservations are taken on a first come, first served basis and are part of Reunion registration with your class or group.
  - ▶ A parent/guardian will be required to sign a Parental Permission and Hold Harmless Agreement for any child participating in Kids Club.

- ▶ The Cornell Kids Club cannot accommodate children under the age of 6 years.
- ▶ Parents must accompany their children to check-in on Friday and/or Saturday.
- ▶ If parents want their children to accompany them to a specific event, they must pick up their children and return them to their assigned groups. All arrangements must be made during check-in at Helen Newman Hall.
- ▶ Because we must arrange for food, equipment, and youth counselors in advance, refunds will not be issued after a designated date in May.
- ▶ Parents, or another adult designated by parents, must pick up their children no later than 11:00 p.m.
- ▶ 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.

Details about the Cornell Kids Club will be posted on the university's Reunion website, along with other child-care information. Alumni can register their children at the same time they register with their class or group. (See the appendix for rates and other program information from last year.)

- **Ithaca-Based Childcare Options:** To assist alumni in identifying child care arrangements during Reunion, we have compiled a list of local providers. This Cornell University Reunion Babysitter List (the service) acts only as a clearinghouse for the convenience of care providers and clients. Cornell University does not screen childcare providers. They are employed solely by the clients and are not employees of Cornell University or the service.

The Babysitter List will be available on the Reunion website at registration launch.

- **Teens:** Providing for teenagers during Reunion weekend presents a challenge as the Cornell Kids Club accepts children only up to 15 years of age. Teens and their parents are responsible for planning their own itineraries, and can review the Reunion schedule online to find teen-friendly programming.
- **A Final Thought:** Classmates may find themselves limited in their activities and participation in Reunion if they do not arrange for childcare in advance. Communicating these details to classmates will ensure that families enjoy their time on campus.

# Headquarters Decor, Rentals, Supplies, and Refreshments

## HQ DECOR AND SOUVENIRS

Think about how you want to visually welcome everyone into their “home away from home.” Will there be red and white in abundance? How about Big Red bears and photographs from your student days? (A list of florists and party suppliers is available in the appendix.) Will you also display your carefully chosen souvenirs? Make it warm and welcoming, and you’ll boost everyone’s mood after a long trip to Ithaca!

Souvenirs can range from apparel to bags, towels, visors, and hats. The purpose of a souvenir is to identify peers on campus throughout the weekend and to provide them with a Reunion memento. We recommend a simple, quality article that will get many years of use. Additionally, please consider the needs of attendees traveling by air. We have samples of souvenirs in our office, and a list of university-approved vendors is available in the appendix. Ask your committee for suggestions. (See the appendix for last year’s souvenir price chart.)

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, and you will need to use our form for approval. Your art designer or vendor needs to provide you with the artwork to submit with your form.

If your souvenir is approved for the 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 \$25,000, you will need to obtain competitive bids through our purchasing department, unless you use one of the preferred vendors on the list. Cornell’s accounting office will lead you through this process. (See the appendix for souvenir guidelines and a list of preferred souvenir vendors.)

Lastly, because of very limited space at our office, please designate a local classmate who can receive shipments and store your souvenirs until Reunion. Some vendors can also store your purchase until delivery can be made to your headquarters the week of Reunion. Please inquire with your vendor.

## REUNION BUTTONS

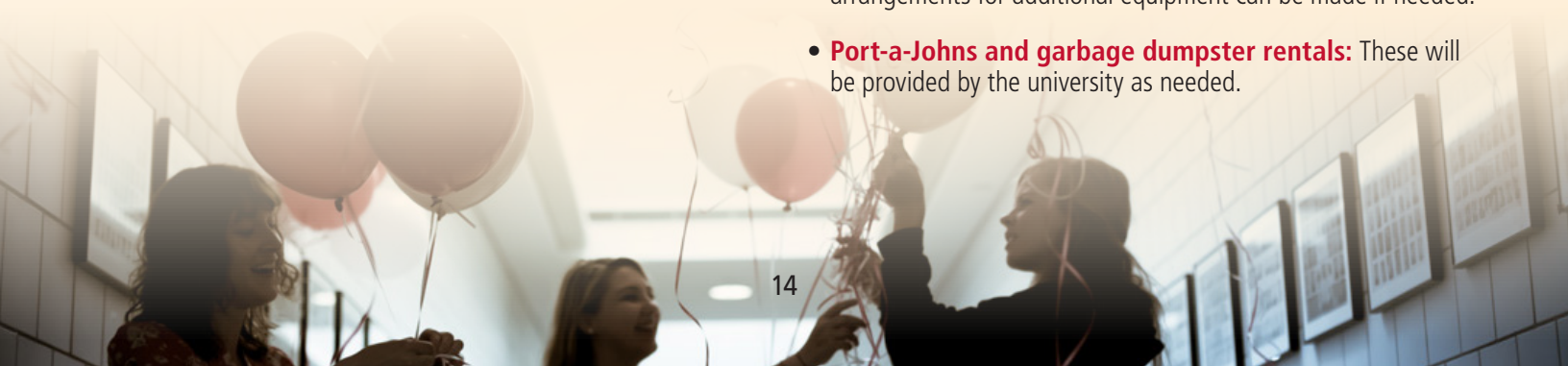
Our office orders Cornell buttons displaying your class year or group name. These buttons identify individuals, serve as admission to the tents and shuttle buses, and identify attendees who have registered with your group. Our Class Programs office will also provide you with the appropriate number of Cornell youth buttons for children under the age of 21. You will have the opportunity to order lanyards as well. It is important to remind your classmates that they will not be permitted entry to the tent parties without a button. We encourage additional communications in your headquarters about this policy.

## HEADQUARTERS RENTALS AND SUPPLIES

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

Closer to Reunion, you will decide what supplies you will want to purchase before getting to campus. (See the appendix for a list of supplies that Class Programs will provide in your headquarters’ boxes.)

- **Tent rentals:** If your headquarters location allows for a tent and you wish to have one, our office will make arrangements for an appropriately sized tent for your class. The rental of the tent will be covered by the university fee. Our office will also order tent sides to help minimize the effects of bad weather—wind, rain, and cold—and will arrange for lights and electricity.
- **Rectangular table and chair rentals:** Our office will order ample tables and chairs for headquarters to accommodate your Reunion guests.
- **Audio/visual rentals:** Some headquarters have in-house equipment, while other sites will require rented equipment and/or a technician. Conference Services can advise on what PA/AV equipment is available at your headquarters and arrangements for additional equipment can be made if needed.
- **Port-a-Johns and garbage dumpster rentals:** These will be provided by the university as needed.



# Headquarters Decor, Rentals, Supplies, and Refreshments

## HEADQUARTERS REFRESHMENTS

Headquarters will be the gathering place for many of your classmates when they're not attending other events on campus. It is advisable to have an assortment of snacks and beverages available at headquarters throughout the day. Although determining your needs for the entire weekend may seem difficult, considering the factors in the list below will help you estimate your need:

- The beverage and food figures from your sister class from last year are available for your review. (See the appendix.)
- Beer and wine will be delivered to your headquarters on Thursday morning. Ideally, this delivery should last you throughout the weekend.
- Ice can be checked out at central locations on North and West campus.
- Water, soda, and juice will be delivered on Wednesday. Additional jugs of water can be ordered on Friday.
- Additional beer, wine, juice, soda and water can be picked up by your clerks throughout the weekend at Carol Tatkon Center. Your class will be charged for these additional beverages. We will have a limited supply of excess stock on hand.

Headquarters alcohol must be ordered through Class Programs. A Reunion committee member must be present at all times when dispensing beer and wine from your HQ bar. Clerks who are 20 years old and older are the only students who can handle (move and stock) your alcohol. They are never to act in the role of a bartender. In addition, NYS law requires classes/groups to serve "significant" food items while their headquarters' bars are open. Class Programs will arrange to obtain and purchase an alcohol permit for your headquarters and headquarters' tent for Thursday through Saturday. The permits will cover beer and wine only, and are issued for each location.

Your class will be reimbursed for all unopened cases of wine and beer if they are returned at the end of Reunion. Please be sure that you know your headquarters' bar hours, and remember that all alcohol must be put away and stored by 1:00 a.m., in compliance with Tompkins County Law. The storage of alcohol must be in a locked facility.

Special arrangements must be made for donated wine and beer. Inform your Reunion staff contact as soon as possible to help

facilitate special arrangements for this. Under no circumstances can any individual purchase or provide alcohol for public serving.

Setting a limited schedule for alcohol at your headquarters' bar is strongly recommended (such as before a meal or later in the evening when attendees return to headquarters). Limited times mean less consumption, less cost, and less worry.

Overall, we find 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 events and what message you want to send.

## NYS ALCOHOL POLICIES AND SIGNIFICANT FOOD

Cornell University enforces, at all times, a very strict policy on the distribution and consumption of alcohol. Under New York State law you must serve significant food during bar hours (which must end by 1:00 a.m.). Class Programs will assist you in estimating and placing your significant food order. 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, including infants), are not permitted at the tent parties on the Arts Quad.

## ENTERTAINING CHILDREN AT HQ

You cannot sponsor any type of child care in headquarters. However, it is still important for those of you who expect to bring 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: a comfortable and secure location, age-appropriate activities including movies for all ages, TV/video games, music, board games, books, art supplies, and drinks and snacks. (See appendix for the Children Attendance chart.)

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 have arranged for child care at home. So remind attendees to be considerate and to limit noise levels in residence halls.



# Transportation

**Class Programs contracts coach buses during Reunion. Bus service to your dining venues throughout campus are included in the university fee. Class Programs staff will determine the number of buses assigned to your class/group based on overall supply and demand.**

In addition, there will be campus shuttle buses running throughout the weekend. Most groups will also have an assigned rental vehicle for their use.

To transport guests with mobility needs, Class Programs contracts accessibility transportation. The contact information for this service will be provided to Reunion attendees upon check-in. These rides may not be scheduled in advance of Reunion weekend.

Your class/group will be charged for special bus service to off-campus events. Chairs will have the opportunity to request special bussing via a request form, as part of a Reunion planning update. Your Reunion staff contact will assist you with these plans.

## Clerks

**Clerks are current students hired by your class to help Reunion run smoothly.**

When Reunion arrives, we want you to enjoy your weekend. You've worked hard and should not be running last minute errands or breaking down boxes all weekend. Clerks are your hourly employees and are ready to be put to work! From helping to organize and decorate your headquarters, to assisting with registration and check-in, they are ready to lend a helping hand.

**Recruitment & hiring:** The Alumni Affairs staff manages the recruitment and hiring of clerks. The number of clerks needed should be based on previous year's counts (see appendix) and the estimated number of guests attending your Reunion. We will make sure you have at least one experienced clerk on your roster, as well as clerks who are comfortable driving a Reunion vehicle and handling alcohol (must be 20 or older). It is important to note that the Office of Alumni Affairs has a strict policy against assigning clerks to a class or group if a relative or close family friend is a member.

**Clerk schedules:** Clerks expect to work 10-12 hour shifts with an unpaid 30 minute break at least every six hours. Keep in mind that your headquarters' registration desk must be staffed Thursday from 12 p.m. - 1 a.m. and Friday & Saturday from 7 a.m. - 1 a.m. We will help you create your clerks' schedules, which must be finalized and sent to the students in advance of Reunion.

**Clerk wages:** Your Reunion accounts will be charged for your clerks' wages. Clerks track their hours on a timecard and chairs must sign off on their reported hours at the close of Reunion. The hourly wage for clerks is still being determined.

**Clerk housing & meals:** Your class should plan to cover meals for on-duty clerks. For clerks who request it, you provide—and pay for—clerk housing on campus near your assigned residence halls.

**Clerk supervision:** Clerks will follow their assigned schedule and report to Reunion chairs for tasks. Your class will also be assigned a Head Clerk—stationed at Carol Tatkon Center—to assist you and your clerks as needed. Your Head Clerk is your main contact for any concerns about individual performance or accountability.

**Clerk experience:** While their role is to help you execute your Reunion, for many, Reunion is their first exposure to alumni life and the broader Cornell family. As time allows, introduce them to fellow alumni and inspire them to become Reunion chairs like you in the future!

# The Big Weekend: Welcoming Your Guests

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

Welcome materials will be helpful in orienting attendees about the weekend. The appendix has a list of suggested welcome materials from last year’s Reunion.

Remember, if you do decide to include a welcome packet, 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 printed before the weekend begins. You can also make copies at any local Ithaca copy center. Class Programs cannot make copies for you.

As alumni and their guests arrive on campus, they need to check in at their headquarters’ desk and the housing assignment desk. (See the appendix for a chart showing expected and actual arrival times, taken from your sister class.) Those who have not preregistered will have to register on site.

It is vital to keep an accurate record of alumni and guests in the online registration database. 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.

In past Reunions, late-arriving attendees have checked in to receive room keys at Robert Purcell Community Center for North Campus and Alice Cook House for West Campus. Although the location from year to year may change, we will most certainly have this 24-hour service for your Reunion.



# Wrapping Up Reunion

**Whew!** By this time, everyone is exhausted. Guests will depart around noon, but chairs and clerks still have work to do to clean up and put away Reunion! Petty cash needs to be processed, rentals returned, clerk hours accounted for ... and so much more. (See the appendix for a list of crucial tasks for Reunion wrap-up.)

## Evaluations

Don't forget! So much of the planning for Reunion is guided by lessons learned from past Reunions. Please let your guests know that **THEIR FEEDBACK IS IMPORTANT TO US!** To help you gain more insights from your experience, the Alumni Affairs team will share with you the feedback we receive. Equally important, we will share your invaluable feedback as chairs with next year's Reunion planners. Together, we will continue to strengthen Cornell University through alumni participation and engagement.

You are now well on your way to planning a record-breaking and immensely enjoyable Reunion. We look forward to working with you. **GO BIG RED!**



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# Who Does What for Reunion?

## Class & Reunion Programs

## Reunion Chair(s) & Committee Members

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Advise Reunion chairs throughout their planning cycle (July-August of following year).</li> </ul>  | <ul style="list-style-type: none"> <li>Attend the Reunion in June 2019 and attend Reunion Kickoff in Ithaca.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate all dining and housing sites campus-wide.</li> </ul>  | <ul style="list-style-type: none"> <li>Attend Reunion Training in winter 2020 (date and details TBD)</li> </ul>   |
| <ul style="list-style-type: none"> <li>Process Reunion mailings.</li> </ul>   | <ul style="list-style-type: none"> <li>Recruit a planning committee.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Send monthly update materials and process responses/requests.</li> </ul>   | <ul style="list-style-type: none"> <li>Recruit a registration chair who will process registration information, answer questions, and follow up with registered classmates/members.</li> </ul>                         |
| <ul style="list-style-type: none"> <li>Coordinate rental equipment and headquarter food and beverage orders.</li> </ul>   | <ul style="list-style-type: none"> <li>Provide Reunion updates to your webmaster and class correspondents.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Prepare and update registration system and provide training to staff, chairs, and clerks.</li> </ul>   | <ul style="list-style-type: none"> <li>Coordinate your Reunion schedule.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Hire and train head clerks, class clerks, Kids Club counselors, set-up workers, van drivers, and luggage handlers.</li> </ul>  | <ul style="list-style-type: none"> <li>Provide copy for class-specific Reunion mailings.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate overall university schedule.</li> </ul>   | <ul style="list-style-type: none"> <li>Choose caterers—select menus, coordinate arrangements, and authorize payment.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Lead training workshops for Reunion committee members – Reunion 2020 Webinar; Reunion Kickoff; Registration training, Clerk volunteer training session, Clerk/Chair Briefing.</li> </ul> | <ul style="list-style-type: none"> <li>Meet deadlines and respond to monthly Reunion updates from Class &amp; Reunion Programs.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Coordinate the President’s schedule and prepare presidential briefings.</li> </ul>   | <ul style="list-style-type: none"> <li>Negotiate and sign agreements with vendors.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Together with Student Employment Office and Human Resources, process student payroll.</li> </ul>   | <ul style="list-style-type: none"> <li>Order your souvenirs and arrange for storage and delivery.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Produce Activities &amp; Events Booklet, shuttle bus and transportation information, and university event &amp; policy posters.</li> </ul>   | <ul style="list-style-type: none"> <li>Arrange for your entertainment (please request University Entertainment contract when you have someone selected).</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate the university Kids Club and other childcare services.</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare budget, create registration package options, and set registration fees.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Arrange for shuttle buses, charter buses, class/group vans and accessibility vehicles.</li> </ul>  | <ul style="list-style-type: none"> <li>Coordinate class events (receptions, meals, forums, meetings, symposiums, tours, etc.).</li> </ul>   |
| <ul style="list-style-type: none"> <li>Plan Alumni Affairs-sponsored events: CU for Lunch, Cornelliana Night, Arts Quad Tent Parties, Conversation with President Martha Pollack, Olin Lecture, Reunion 5K.</li> </ul>          | <ul style="list-style-type: none"> <li>Coordinate headquarters and housing arrangements with your Conference Services contact.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate programming of all online registration information; process 55<sup>th</sup>-80<sup>th</sup> Reunion class registrations.</li> </ul>   | <ul style="list-style-type: none"> <li>Determine class-specific tasks/roles for your class clerks and authorize payroll and bonus payment.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate print and digital Reunion communications and social media content.</li> </ul>   | <ul style="list-style-type: none"> <li>Order flowers/decorations/supplies for headquarters and meals.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Arrange all university services and logistics: Police and Safety, Traffic, Cornell Health Services, Campus Life, Conference Services, Infrastructure</li> </ul>                          | <ul style="list-style-type: none"> <li>Coordinate welcome packets and schedule your hosts at your headquarters, meals, and events.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Coordinate VIP, faculty, and administrator requests from Reunion planners.</li> </ul>  | <ul style="list-style-type: none"> <li>Advise Reunion staff contact of faculty or VIP guests you would like to invite to a program. <b>Please do not reach out directly.</b> We follow a specific process.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>Approve committee members’ reimbursements, payments to vendors, refunds to registrants, etc.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Submit post-Reunion evaluations of clerks, caterers, services, etc.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Final wrap-up: send thank you notes and complete a final budget report.</li> </ul>   |

**Reunion 2019 Mailing Costs by Class**

| CLASS                              | MAILING           | DESCRIPTION   | TYPE            | QTY  | PRINTING | LABOR/POSTAGE | TOTAL           |
|------------------------------------|-------------------|---|-----------------|------|----------|---------------|-----------------|
| <b>1949</b><br><b>70th Reunion</b> | Mailing #1        | Save the Date (September)                           | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.) | Print Only      | 439  | \$ 91    | \$ 223        | \$ 315          |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)          | Print Only      | 438  | \$ 208   | \$ 361        | \$ 569          |
|                                    | Mailing #4        | 6 x 11.5 Registration Brochure (March)              | Print Only      | 453  | \$ 466   | \$ 493        | \$ 959          |
|                                    | Mailing #5        | Reunion email with video (April)                    | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)               | Print Only      | 422  | \$ 150   | \$ 364        | \$ 514          |
|                                    | Mailing #7        | Can't Wait To See You (late May)                    | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 2,357</b> |
| <b>1954</b><br><b>65th Reunion</b> | Mailing #1        | Save the Date (September)                           | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.) | Email AND Print | 927  | \$ 192   | \$ 472        | \$ 664          |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)          | Print Only      | 522  | \$ 248   | \$ 390        | \$ 638          |
|                                    | Mailing #4        | Registration Brochure (March)                       | Print Only      | 561  | \$ 591   | \$ 477        | \$ 1,069        |
|                                    | Mailing #5        | Reunion email with video (April)                    | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)               | Print Only      | 511  | \$ 180   | \$ 402        | \$ 582          |
|                                    | Mailing #7        | Can't Wait To See You (late May)                    | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 2,953</b> |
| <b>1959</b><br><b>60th Reunion</b> | Mailing #1        | Save the Date (September)                           | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.) | Email AND Print | 1197 | \$ 218   | \$ 616        | \$ 835          |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)          | Email AND Print | 1197 | \$ 330   | \$ 772        | \$ 1,102        |
|                                    | Mailing #4        | Registration Brochure (March)                       | Print Only      | 1198 | \$ 788   | \$ 952        | \$ 1,740        |
|                                    | Mailing #5        | Reunion email with video (April)                    | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)               | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #7        | Can't Wait To See You (late May)                    | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 3,676</b> |
| <b>1964</b><br><b>55th Reunion</b> | Mailing #1        | Save the Date (September)                           | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.) | Print Only      | 1573 | \$ 284   | \$ 812        | \$ 1,096        |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)          | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #4        | Registration Brochure (March)                       | Print Only      | 1572 | \$ 989   | \$ 1,233      | \$ 2,222        |
|                                    | Mailing #5        | Reunion email with video (April)                    | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)               | Email AND Print | 1567 | \$ 325   | \$ 961        | \$ 1,286        |
|                                    | Mailing #7        | Can't Wait To See You (late May)                    | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 4,603</b> |
| <b>1969</b><br><b>50th Reunion</b> | Mailing #1        | Save the Date (September)                           | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.) | Email AND Print | 1990 | \$ 357   | \$ 1,027      | \$ 1,384        |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)          | Email OR Print  | 615  | \$ 210   | \$ 446        | \$ 656          |
|                                    | Mailing #4        | Registration Brochure (March)                       | Print Only      | 1989 | \$ 1,517 | \$ 1,504      | \$ 3,022        |
|                                    | Mailing #5        | Reunion email with video (April)                    | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)               | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #7        | Can't Wait To See You (late May)                    | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 5,061</b> |

**Reunion 2019 Mailing Costs by Class**

| CLASS       | MAILING           | DESCRIPTION   | TYPE            | QTY  | PRINTING | LABOR/POSTAGE | TOTAL           |
|-------------|-------------------|---|-----------------|------|----------|---------------|-----------------|
| <b>1974</b> | Mailing #1        | Save the Date (September)   | Email Only      |      |          |               |                 |
|             | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)               | N/A             |      |          |               |                 |
|             | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                        | Print Only      | 2559 | \$ 508   | \$ 1,425      | \$ 1,933        |
|             | Mailing #4        | Registration Brochure (March)                                     | Print Only      | 2559 | \$ 1,355 | \$ 1,760      | \$ 3,115        |
|             | Mailing #5        | Reunion email with video (April)                                  | Email Only      |      |          |               |                 |
|             | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                             | Print Only      | 2554 | \$ 455   | \$ 1,391      | \$ 1,846        |
|             | Mailing #7        | Can't Wait To See You (late May)                                  | Email Only      |      |          |               |                 |
|             | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 6,894</b> |
| <b>1979</b> | Mailing #1        | Save the Date (September)   | Email Only      |      |          |               |                 |
|             | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)               | Email Only      |      |          |               |                 |
|             | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                        | Email OR Print  | 1031 | \$ 303   | \$ 756        | \$ 1,059        |
|             | Mailing #4        | Registration Brochure, No Return Env. (March)                     | Email AND Print | 2880 | \$ 1,515 | \$ 2,083      | \$ 3,598        |
|             | Mailing #5        | Reunion email with video (April)                                  | Email Only      |      |          |               |                 |
|             | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                             | Email AND Print | 2880 | \$ 495   | \$ 1,551      | \$ 2,046        |
|             | Mailing #7        | Can't Wait To See You (late May)                                  | Email Only      |      |          |               |                 |
|             | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 6,703</b> |
| <b>1984</b> | Mailing #1        | Save the Date (September)   | Email Only      |      |          |               |                 |
|             | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)               | Email AND Print | 2769 | \$ 494   | \$ 1,433      | \$ 1,927        |
|             | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                        | Email AND Print | 2768 | \$ 540   | \$ 1,524      | \$ 2,064        |
|             | Mailing #4        | Registration Brochure with 1 extra insert, No Return Env. (March) | Email AND Print | 2768 | \$ 1,458 | \$ 1,956      | \$ 3,414        |
|             | Mailing #5        | Reunion email with video (April)                                  | Email Only      |      |          |               |                 |
|             | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                             | Email AND Print | 2766 | \$ 495   | \$ 1,528      | \$ 2,023        |
|             | Mailing #7        | Can't Wait To See You (late May)                                  | Email Only      |      |          |               |                 |
|             | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 9,428</b> |
| <b>1989</b> | Mailing #1        | Save the Date (September)   | Email Only      |      |          |               |                 |
|             | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)               | Email AND Print | 2852 | \$ 509   | \$ 1,476      | \$ 1,986        |
|             | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                        | Email AND Print | 2852 | \$ 555   | \$ 1,595      | \$ 2,150        |
|             | Mailing #4        | Registration Brochure with 1 extra insert, No Return Env. (March) | Email AND Print | 2852 | \$ 2,484 | \$ 2,181      | \$ 4,665        |
|             | Mailing #5        | Reunion email with video (April)                                  | Email Only      |      |          |               |                 |
|             | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                             | Email OR Print  | 798  | \$ 217   | \$ 543        | \$ 760          |
|             | Mailing #7        | Can't Wait To See You (late May)                                  | Email Only      |      |          |               |                 |
|             | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 9,561</b> |
| <b>1994</b> | Mailing #1        | Save the Date (September)   | Email Only      |      |          |               |                 |
|             | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)               | Email Only      |      |          |               |                 |
|             | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                        | Email AND Print | 2695 | \$ 527   | \$ 1,508      | \$ 2,035        |
|             | Mailing #4        | 6 x 11.5 Registration Brochure with 2 extra inserts, (March)      | Email AND Print | 2695 | \$ 2,067 | \$ 2,076      | \$ 4,143        |
|             | Mailing #5        | Reunion email with video (April)                                  | Email Only      |      |          |               |                 |
|             | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                             | Email Only      |      |          |               |                 |
|             | Mailing #7        | Can't Wait To See You (late May)                                  | Email Only      |      |          |               |                 |
|             | <b>Total Cost</b> |   |                 |      |          |               | <b>\$ 6,178</b> |

**Reunion 2019 Mailing Costs by Class**

| CLASS                              | MAILING           | DESCRIPTION  | TYPE            | QTY  | PRINTING | LABOR/POSTAGE | TOTAL           |
|------------------------------------|-------------------|--|-----------------|------|----------|---------------|-----------------|
| <b>1999</b><br><b>20th Reunion</b> | Mailing #1        | Save the Date (September)                                      | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)            | Email Only      |      |          |               |                 |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                     | Email AND Print | 2718 | \$ 531   | \$ 1,552      | \$ 2,083        |
|                                    | Mailing #4        | Registration Postcard (March)                                  | Email AND Print | 2718 | \$ 229   | \$ 1,529      | \$ 1,759        |
|                                    | Mailing #5        | Reunion email with video (April)                               | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                          | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #7        | Can't Wait To See You (late May)                               | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |  |                 |      |          |               | <b>\$ 3,842</b> |
| <b>2004</b><br><b>15th Reunion</b> | Mailing #1        | Save the Date (September)                                      | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)            | Print OR Email  | 259  | \$ 48    | \$ 134        | \$ 182          |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                     | Email AND Print | 3085 | \$ 597   | \$ 1,743      | \$ 2,340        |
|                                    | Mailing #4        | 6 x 11.5 Registration Brochure (March)                         | Email AND Print | 3085 | \$ 577   | \$ 1,895      | \$ 2,472        |
|                                    | Mailing #5        | Reunion email with video (April)                               | Email Only      |      |          |               | \$ -            |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                          | Email AND Print | 3083 | \$ 545   | \$ 1,710      | \$ 2,255        |
|                                    | Mailing #7        | Can't Wait To See You (late May)                               | Email Only      |      |          |               | \$ -            |
|                                    | <b>Total Cost</b> |  |                 |      |          |               | <b>\$ 7,248</b> |
| <b>2009</b><br><b>10th Reunion</b> | Mailing #1        | Save the Date (September)                                      | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)            | Email Only      |      |          |               |                 |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                     | Email Only      |      |          |               |                 |
|                                    | Mailing #4        | 6 x 11.5 Registration Brochure (March)                         | Email AND Print | 3186 | \$ 595   | \$ 1,866      | \$ 2,461        |
|                                    | Mailing #5        | Reunion email with video (April)                               | Email Only      |      |          |               |                 |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                          | Email Only      |      |          |               |                 |
|                                    | Mailing #7        | Can't Wait To See You (late May)                               | Email Only      |      |          |               |                 |
|                                    | <b>Total Cost</b> |  |                 |      |          |               | <b>\$ 2,461</b> |
| <b>2014</b><br><b>5th Reunion</b>  | Mailing #1        | Save the Date (September)                                      | Email Only      |      |          |               |                 |
|                                    | Mailing #2        | 6 x 11.5 Save the Date Postcard w/Hotel Info (Oct.)            | Email Only      |      |          |               |                 |
|                                    | Mailing #3        | 6 x 11.5 Class Specific Postcard (January)                     | Email Only      |      |          |               |                 |
|                                    | Mailing #4        | 6 x 11.5 Registration Brochure, <i>electronic only</i> (March) | Email Only      |      |          |               |                 |
|                                    | Mailing #5        | Reunion email with video (April)                               | Email Only      |      |          |               |                 |
|                                    | Mailing #6        | 5 x 7 Early Bird Postcard (early May)                          | Email Only      |      |          |               |                 |
|                                    | Mailing #7        | Can't Wait To See You (late May)                               | Email Only      |      |          |               |                 |
|                                    | <b>Total Cost</b> |  |                 |      |          |               | <b>\$ -</b>     |



## ACCOUNT NUMBERS FOR REUNION 2020

|                         |   | <u>REUNION ACCOUNT</u>          | <u>CLASS ACCOUNT</u> |
|-------------------------|---|---------------------------------|----------------------|
| 5th Reunion             | <b>CLASS OF 2015</b>                              | G65-3605                        | G65-3415             |
| 10th Reunion            | <b>CLASS OF 2010</b>                              | G65-3610                        | G65-3410             |
| 15th Reunion            | <b>CLASS OF 2005</b>                              | G65-3615                        | G65-3405             |
| 20th Reunion            | <b>CLASS OF 2000</b>                              | G65-3620                        | G65-3400             |
| 25th Reunion            | <b>CLASS OF 1995</b>                              | G65-3625                        | G65-3495             |
| 30th Reunion            | <b>CLASS OF 1990</b>                              | G65-3630                        | G65-3490             |
| 35th Reunion            | <b>CLASS OF 1985</b>                              | G65-3635                        | G65-3485             |
| 40th Reunion            | <b>CLASS OF 1980</b>                              | G65-3640                        | G65-3480             |
| 45th Reunion            | <b>CLASS OF 1975</b>                              | G65-3645                        | G65-3475             |
| 50th Reunion            | <b>CLASS OF 1970</b>                              | G65-3650                        | G65-3470             |
| 55th Reunion            | <b>CLASS OF 1965</b>                              | G65-3655                        | G65-3465             |
| 60th Reunion            | <b>CLASS OF 1960</b>                              | G65-3660                        | G65-3460             |
| 65th Reunion            | <b>CLASS OF 1955</b>                              | G65-3665                        | G65-3455             |
| 70th Reunion            | <b>CLASS OF 1950</b>                              | G65-3670                        | G65-3450             |
| 75th Reunion            | <b>CLASS OF 1945</b>                              | G65-3671                        | G65-3445             |
| Continuous Reunion Club | <b>CRC</b>  | G65-3575                        |                      |
| Non Reunion Year        | <b>NRV (expenses)</b><br><b>NRV (income only)</b> | G65-4760-D0049<br>G65-3796-4110 | Org Ref ID NRV       |
|                         | <b>JGSM</b>                                       | CCB-3123                        |                      |
|                         | <b>LAW</b>  | L02-3112                        |                      |
|                         | <b>VET</b>  | 413-3766                        |                      |

# PURCHASING INFORMATION FOR REUNION 2020

## Reunion purchases – under \$500:

- If the vendor accepts VISA, - call your Reunion contact and we'll pay the vendor - over the phone - using our university procurement card.
- You can pay with your own funds and request a reimbursement later.  
**NOTE** – for reimbursement requests - you can scan or send the original receipt showing the detail of each purchase. Be sure to ask for the itemized receipt and it must be legible.
- For purchases in Ithaca during Reunion weekend, you should plan on using petty cash funds. In April, you will have the opportunity to request petty cash.

## Reunion purchases – over \$500:

***Flowers, wineries, pizza/grocery deliveries, ice cream, etc.***

- If the vendor accepts VISA, get a contact number, estimate for the charge and forward to your Reunion contact. Either Administrative Services or University Business Center will pay on a higher level procurement card.
- If the vendor does not accept VISA, we will need an invoice to set up a purchase order and payment will be made by University check or ACH. If the vendor is new, he/she will need to complete a W-9 & Vendor Information Form.

## Souvenirs: **ALL REQUIRE A PURCHASE ORDER**

- Get **logo approvals** first using the logo approval application.
- The university is required to set up a purchase order (PO) for payment with all souvenir vendors. Send us details and the vendor information with the logo approval application and we'll get this set up.
- Please review Cornell's list of preferred souvenir vendors and contact them directly for special Cornell pricing. By using one of these vendors you **DO NOT** have to go through the bid process. (Even if the invoice is over \$25,000)
- **If the order is over \$25,000 – we must get competitive bids (unless using one of the preferred vendors).**
- Do not sign any contracts until after the bid process is completed, reviewed and we have a purchase order in place. It may not be the vendor you've been talking to. Bids can take 3 or 4 weeks, so as soon as you have decided on an item, give us the details and we'll work with the University Business Center to handle the bid requirements.
- We can include a vendor that you want to work with in the bid process.
- We strongly discourage using online vendors.

## Caterers: **ALL REQUIRE A PURCHASE ORDER and must have Cornell's Caterer contract attached.**

- Check the list provided in the appendix of caterers with insurance and select one from this list, if possible.
- Before you initial the contract, send the details of your order to your reunion contact.
- Once terms are reviewed, you will be asked to initial the final contract and it will be forwarded to the University Business Center to set up the Purchase Order. Allow two weeks to process.
- An invoice is required for each payment: deposits and the final invoice – let your caterer know.

## Bands, singers, other entertainers and chartered buses:

- Do **not** make any cash payments to these vendors. All entertainers must complete a Performer Contract and require separate invoices for deposit and for the final balance. *Their payment will be made after Reunion, preferably by ACH-electronic deposit, (usually within two weeks).*

## Clerk bonuses (tips):

- Do **not** make any cash payments to your clerks or other Cornell staff. Payment must be made through the university payroll system.
- We'll have special bonus request sheets for you to fill out on Reunion weekend.

## Reunion Budget Worksheet

| CLASS OF _____ OR GROUP                               |                     |                      |                      |        |
|---|---------------------|----------------------|----------------------|--------|
| # CLASSMATES  |                     |                      |                      |        |
| # ADULT GUESTS  |                     |                      |                      |        |
| <b>TOTAL ESTIMATED ATTENDANCE</b>                     |                     |                      |                      |        |
|   |                     |                      |                      |        |
|   | Lower<br>Attendance | Median<br>Attendance | Higher<br>Attendance | ACTUAL |
| <b>FIXED COSTS (TOTAL \$ AMOUNTS)</b>                 |                     |                      |                      |        |
| * PAYPAL PROCESSING FEE                               | 120                 | 120                  | 120                  | 120    |
| ENTERTAINMENT   |                     |                      |                      |        |
| CLERK HOUSING   |                     |                      |                      |        |
| CLERK MEALS   |                     |                      |                      |        |
| CLERK BONUSES   |                     |                      |                      |        |
| CLERK WAGES   |                     |                      |                      |        |
| HEADQUARTERS DECORATIONS                              |                     |                      |                      |        |
| HEADQUARTERS FOOD                                     |                     |                      |                      |        |
| HEADQUARTERS SUPPLIES                                 |                     |                      |                      |        |
| CLASS HQ CHILDREN'S PROGRAM                           |                     |                      |                      |        |
| SOUVENIRS   |                     |                      |                      |        |
| LANYARDS  |                     |                      |                      |        |
| SPECIALTY RENTALS (dance floor, i-Pod, cocktail tbls) |                     |                      |                      |        |
| CLASS PROGRAMMING (FITS, space rental, PA/AV)         |                     |                      |                      |        |
| BUDGET CUSHION  |                     |                      |                      |        |
| <b>TOTAL FIXED COSTS</b>                              |                     |                      |                      |        |
| <b>FIXED COSTS PER PERSON</b>                         |                     |                      |                      |        |
|   |                     |                      |                      |        |
| <b>VARIABLE COSTS (INDIVIDUAL \$ AMOUNTS)</b>         |                     |                      |                      |        |
| ** UNIVERSITY FEE <i>(Ask your Reunion contact)</i>   |                     |                      |                      |        |
| CREDIT CARD FEES                                      |                     |                      |                      |        |
| HQ SODA, JUICE, WATER, ICE, CUPS                      |                     |                      |                      |        |
| HQ BEER & WINE  |                     |                      |                      |        |
| THURSDAY RECEPTION                                    |                     |                      |                      |        |
| THURSDAY DINNER & BEVERAGES                           |                     |                      |                      |        |
| FRIDAY BREAKFAST                                      |                     |                      |                      |        |
| FRIDAY LUNCH  |                     |                      |                      |        |
| FRIDAY RECEPTION                                      |                     |                      |                      |        |
| FRIDAY DINNER & BEVERAGES                             |                     |                      |                      |        |
| SATURDAY BREAKFAST                                    |                     |                      |                      |        |
| SATURDAY LUNCH  |                     |                      |                      |        |
| SATURDAY RECEPTION                                    |                     |                      |                      |        |
| SATURDAY DINNER & BEVERAGES                           |                     |                      |                      |        |
| SUNDAY BREAKFAST                                      |                     |                      |                      |        |
| LATE NIGHT FOOD/ HQ SOCIALS                           |                     |                      |                      |        |
| <b>TOTAL VARIABLE COSTS PER PERSON</b>                |                     |                      |                      |        |
|   |                     |                      |                      |        |
| <b>FIXED COSTS PER PERSON</b>                         |                     |                      |                      |        |
| <b>VARIABLE COSTS PER PERSON</b>                      |                     |                      |                      |        |
| <b>TOTAL REUNION COST PER PERSON</b>                  |                     |                      |                      |        |

\*\* Consult with Reunion staff contact for the final university fee

# Attendance Chart

| Class | Reunion | # Classmates<br>2016 | # Classmates<br>2017 | # Classmates<br>2018 | # Classmates<br>2019 | Total<br>Adults at HQ<br>2019 | Total<br>Classmate<br>Record | All-Time<br>Record<br>Set by Class | Record<br>Set in Year |
|-------|---------|----------------------|----------------------|----------------------|----------------------|-------------------------------|------------------------------|------------------------------------|-----------------------|
| 2014  | 5th     | 804                  | 918                  | 862                  | 957                  | 1081                          | 957                          | 2014                               | 2019                  |
| 2009  | 10th    | 387                  | 535                  | 555                  | 424                  | 585                           | 592                          | 1991                               | 2001                  |
| 2004  | 15th    | 174                  | 151                  | 183                  | 152                  | 213                           | 300                          | 1991                               | 2006                  |
| 1999  | 20th    | 349                  | 368                  | 393                  | 418                  | 518                           | 447                          | 1992                               | 2012                  |
| 1994  | 25th    | 544                  | 461                  | 414                  | 406                  | 537                           | 544                          | 1991                               | 2016                  |
| 1989  | 30th    | 266                  | 350                  | 305                  | 384                  | 480                           | 384                          | 1989                               | 2019                  |
| 1984  | 35th    | 198                  | 233                  | 263                  | 181                  | 229                           | 278                          | 1974                               | 2009                  |
| 1979  | 40th    | 259                  | 278                  | 336                  | 325                  | 440                           | 336                          | 1978                               | 2018                  |
| 1974  | 45th    | 115                  | 123                  | 133                  | 230                  | 320                           | 230                          | 1974                               | 2019                  |
| 1969  | 50th    | 317                  | 231                  | 310                  | 323                  | 493                           | 390                          | 1959                               | 2009                  |
| 1964  | 55th    | 101                  | 80                   | 67                   | 76                   | 118                           | 161                          | 1955                               | 2010                  |
| 1959  | 60th    | 109                  | 102                  | 105                  | 150                  | 239                           | 150                          | 1959                               | 2019                  |
| 1954  | 65th    | 53                   | 80                   | 45                   | 48                   | 72                            | 80                           | 1952                               | 2017                  |
| 1949  | 70th    | 18                   | 3                    | 16                   | 18                   | 51                            | 23                           | 1937                               | 2007                  |
| 1944  | 75th    | 10                   | 5                    | 5                    | 8                    | 15                            | 10                           | 1941                               | 2016                  |
| 1939  | 80th    | 0                    | 2                    | 0                    | 0                    | 0                             | 2                            | 1931/1937                          | 2011/2017             |

## Reunion 2019 Registration Fees

*\*Unpublished Package*

| CLASS/<br>GROUP | PACKAGE NAME                      | EARLY BIRD<br>(By 5/10) | REGULAR<br>PRICE |
|-----------------|-----------------------------------|-------------------------|------------------|
| 70th/75th       | Full Weekend                      | \$0                     | \$0              |
| 65th            | Full Weekend                      | \$230                   | \$250            |
|                 | Partial Weekend                   | \$210                   | \$230            |
|                 | Mini Weekend                      | \$130                   | \$150            |
|                 | Saturday Dinner*                  | \$50                    | \$50             |
| 60th            | Full Weekend                      | \$300                   | \$325            |
|                 | Partial Weekend                   | \$265                   | \$290            |
|                 | Mini Weekend                      | \$150                   | \$175            |
|                 | Saturday Dinner & Sunday Brunch*  | \$125                   | \$125            |
|                 | Saturday Reception & Dinner*      | \$100                   | \$100            |
| 55th            | Full Weekend                      | \$350                   | \$375            |
|                 | Partial Weekend                   | \$315                   | \$340            |
|                 | Mini Weekend                      | \$225                   | \$250            |
|                 | Hang in HQ*                       | \$75                    | \$75             |
|                 | Saturday Reception & Dinner*      | \$90                    | \$90             |
|                 | Friday Reception & Dinner*        | \$100                   | \$100            |
| 50th            | Full Weekend                      | \$430                   | \$455            |
|                 | Partial Weekend                   | \$384                   | \$409            |
|                 | Mini Weekend                      | \$278                   | \$303            |
|                 | Saturday Only                     | \$257                   | \$282            |
|                 | Friday Reception & Dinner Only*   | \$116                   | \$116            |
|                 | Saturday Lunch*                   | \$45                    | \$45             |
|                 | Saturday Dinner Only*             | \$93                    | \$93             |
|                 | Saturday Dinner & Sunday Brunch*  | \$113                   | \$113            |
|                 | Hang in HQ*                       | \$59                    | \$59             |
|                 | Young Adult (16-20) Full Weekend* | \$300                   | \$325            |
|                 | Youth (13-15) Full Weekend*       | \$126                   | \$140            |
|                 | Child (6-12) Full Weekend*        | \$126                   | \$140            |
| 45th            | Full Weekend                      | \$350                   | \$380            |
|                 | Partial Weekend                   | \$310                   | \$335            |
|                 | Mini Weekend                      | \$250                   | \$265            |
|                 | Saturday Reception & Dinner Only* | \$85                    | \$85             |
|                 | Friday Reception & Dinner Only*   | \$60                    | \$60             |
|                 | Saturday Dinner & Sunday Brunch*  | \$100                   | \$100            |
|                 | Saturday Only*                    | \$250                   | \$250            |
|                 | Saturday Lunch*                   | \$25                    | \$25             |
|                 | Hang in HQ*                       | \$45                    | \$45             |
| 40th            | Full Weekend                      | \$379                   | \$399            |
|                 | Partial Weekend                   | \$315                   | \$335            |
|                 | Mini Weekend                      | \$235                   | \$255            |
|                 | Saturday Only                     | \$210                   | \$230            |
|                 | Friday Reception & Dinner*        | \$95                    | \$95             |
|                 | Saturday Reception & Dinner*      | \$140                   | \$140            |
|                 | Saturday Dinner & Sunday Brunch*  | \$160                   | \$160            |
| Saturday Lunch* | \$50                              | \$50                    |                  |

## Reunion 2019 Registration Fees

*\*Unpublished Package*

| CLASS/<br>GROUP | PACKAGE NAME                      | EARLY BIRD<br>(By 5/10) | REGULAR<br>PRICE |
|-----------------|-----------------------------------|-------------------------|------------------|
| 40th (cont.)    | Hang in HQ*                       | \$75                    | \$75             |
|                 | Young Adult (16-20) Full Weekend* | \$245                   | \$245            |
|                 | Youth (13-15) IN/NOT Kids club*   | \$125/\$245             | \$125/\$245      |
|                 | Child (6-12) IN/NOT Kids Club*    | \$60/\$120              | \$60/\$120       |
|                 | Child (1-5)*                      | \$20                    | \$20             |
| 35th            | Full Weekend                      | \$305                   | \$325            |
|                 | Partial Weekend                   | \$270                   | \$290            |
|                 | Mini Weekend                      | \$210                   | \$225            |
|                 | Saturday Only                     | \$190                   | \$205            |
|                 | Young Adult (16-20)               | \$225                   | \$235            |
|                 | Youth (13-15) IN/NOT Kids club    | \$135/\$225             | \$145/\$235      |
|                 | Child (6-12) IN/NOT Kids Club     | \$75/\$175              | \$75/\$185       |
|                 | Child (1-5)                       | \$0                     | \$0              |
|                 | Infant (<1)                       | \$0                     | \$0              |
|                 | Friday Only*                      | \$75                    | \$75             |
|                 | Friday Reception & Dinner Only*   | \$65                    | \$65             |
|                 | Friday Lunch*                     | \$40                    | \$40             |
|                 | Saturday Reception & Dinner*      | \$75                    | \$75             |
|                 | Saturday Dinner & Sunday Brunch*  | \$100                   | \$100            |
| Hang in HQ*     | \$50                              | \$50                    |                  |
| 30th            | Full Weekend                      | \$299                   | \$344            |
|                 | Partial Weekend                   | \$245                   | \$282            |
|                 | Mini Weekend                      | \$202                   | \$232            |
|                 | Saturday Only                     | \$189                   | \$217            |
|                 | Young Adult (16-20)               | \$190                   | \$190            |
|                 | Youth (13-15) IN/NOT Kids club    | \$91/\$190              | \$91/\$190       |
|                 | Child (6-12) IN/NOT Kids Club     | \$51/\$121              | \$51/\$121       |
|                 | Child (1-5)                       | \$10                    | \$10             |
|                 | Infant (<1)                       | \$0                     | \$0              |
|                 | Bring Your Own Babysitter*        | \$180                   | \$180            |
|                 | Friday Only*                      | \$60                    | \$60             |
|                 | Friday Reception & Dinner*        | \$45                    | \$45             |
|                 | Saturday Dinner & Sunday Brunch*  | \$73                    | \$73             |
|                 | Saturday Reception & Dinner*      | \$60                    | \$60             |
| Hang in HQ*     | \$50                              | \$50                    |                  |
| 25th            | Full Weekend                      | \$250                   | \$270            |
|                 | Partial Weekend                   | \$220                   | \$240            |
|                 | Mini Weekend                      | \$175                   | \$195            |
|                 | Young Adult (16-20)               | \$150                   | \$150            |
|                 | Youth (13-15) IN/NOT Kids club    | \$130/\$150             | \$130/\$150      |
|                 | Child (6-12) IN/NOT Kids Club     | \$60/\$75               | \$60/\$75        |
|                 | Child (1-5)                       | \$20                    | \$20             |
|                 | Infant (<1)                       | \$0                     | \$0              |
|                 | Bring Your Own Babysitter*        | \$150                   | \$160            |
|                 | Friday Reception & Dinner*        | \$50                    | \$55             |
|                 | Saturday Reception & Dinner*      | \$75                    | \$80             |

## Reunion 2019 Registration Fees

*\*Unpublished Package*

| CLASS/<br>GROUP    | PACKAGE NAME                     | EARLY BIRD<br>(By 5/10) | REGULAR<br>PRICE |
|--------------------|----------------------------------|-------------------------|------------------|
| <b>20th (cont)</b> | Child (6-12) IN/NOT Kids Club    | \$40/\$60               | \$40/\$60        |
|                    | Child (1-5)                      | \$30                    | \$40             |
|                    | Infant (<1)                      | \$0                     | \$0              |
|                    | Saturday Only*                   | \$160                   | \$175            |
|                    | Saturday Reception & Dinner*     | \$80                    | \$80             |
|                    | Bring Your Own Babysitter*       | \$160                   | \$170            |
| <b>15th</b>        | Full Weekend                     | \$285                   | \$310            |
|                    | Partial Weekend                  | \$260                   | \$285            |
|                    | Mini Weekend                     | \$225                   | \$250            |
|                    | Young Adult (16-20)              | \$150                   | \$150            |
|                    | Youth (13-15) IN/NOT Kids Club   | \$50/\$100              | \$50/\$100       |
|                    | Child (6-12) IN/NOT Kids Club    | \$25/\$60               | \$25/\$60        |
|                    | Child (1-5)                      | \$20                    | \$20             |
|                    | Infant (<1)                      | \$0                     | \$0              |
|                    | Bring Your Own Babysitter*       | \$150                   | \$150            |
|                    | Friday Reception & Dinner*       | \$50                    | \$50             |
|                    | Saturday Reception & Dinner*     | \$75                    | \$75             |
|                    | Saturday Dinner & Sunday Brunch* | \$165                   | \$165            |
|                    | Hang in HQ*                      | \$50                    | \$50             |
| <b>10th</b>        | Full Weekend                     | \$230                   | \$260            |
|                    | Partial Weekend                  | \$215                   | \$245            |
|                    | Mini Weekend                     | \$180                   | \$210            |
|                    | Youth (13-15) Partial Weekend*   | \$125                   | \$125            |
|                    | Child (6-12) IN/NOT Kids Club    | \$40/\$50               | \$40/\$50        |
|                    | Child (1-5)                      | \$0                     | \$0              |
|                    | Infant (<1)                      | \$0                     | \$0              |
|                    | Friday Only*                     | \$75                    | \$75             |
|                    | Friday Reception & Dinner*       | \$50                    | \$50             |
|                    | Saturday Reception & Dinner*     | \$50                    | \$50             |
|                    | Saturday Only                    | \$75                    | \$75             |
|                    | Hang in HQ*                      | \$50                    | \$50             |
| <b>5th</b>         | Full Weekend                     | \$169                   | \$189            |
|                    | Partial Weekend                  | \$179                   | \$159            |
|                    | Thursday & Friday Only*          | \$125                   | \$125            |
|                    | Saturday Only*                   | \$100                   | \$100            |
|                    | Friday Reception & Dinner*       | \$40                    | \$40             |
|                    | Saturday Reception & Dinner*     | \$40                    | \$40             |
|                    | Saturday Dinner & Sunday Brunch* | \$100                   | \$100            |

## WHO PAYS FOR WHAT?

### CLASS & REUNION PROGRAMS

- Accessibility transportation
- Class rental vehicles
- Advertisements - *Cornell Alumni Magazine* and *Ezra Magazine*
- Buses
  - Campus shuttle
  - On-campus class events
- Campus infrastructure
  - Traffic representatives
  - Crowd management & safety services
  - Emergency medical services
  - Signage
- Facilities custodial coverage
- Grounds services
- Clerk recruitment/training
- Head clerk wages/bonuses/housing
- Liability insurance
- PA/AV equipment for presidential remarks
- Publications
  - Activities and Events Guide booklets
  - Event posters
  - Planning Guides
- Staff expenses
- Set-up worker team
- University programming
- Van drivers & luggage handlers
- Volunteer recognition
- Volunteer workshop expenses
  - Reunion Kickoff
  - Reunion mid-winter training
  - Clerk/Chair Briefing and lunch

### UNIVERSITY FEE

- Arts quad tent parties
  - Bands
  - Beverages & food
  - Dance floors
  - Electricity/lights
  - Food
  - Fencing
  - Liquor permits
  - Security
  - Tables/chairs
  - Tents
  - Workers
- Buttons
- Dining tents
  - Electricity/lights
  - Tables and chairs
  - Space rental fees
- Headquarters
  - Cell phones/desk phones
  - Computers/printers
  - Credit card swipe machines
  - Essential HQ rentals (porta-cribs, high chairs, ice tubs, etc.)
  - Liquor permits
  - Electricity/lights
  - Tables and chairs
  - Vans
- Photo sitting fees and digital set up fee
- Dining event room rental, set-up and custodial fees

### CLASS/GROUP REGISTRATION FEE

- Buses for special tours & off-campus events
- Children's activities
- Clerks
  - Housing
  - Meals
  - Wages/bonuses
- Credit card fees
- Decorations and displays
- Entertainment
- Headquarters
  - Beverages
  - Food
  - Supplies
- Meals and events
- Non-essential rentals (popcorn machine, TVs, DVD players, dance floors, etc.)
- PA/AV equipment rentals for events/forums, etc.
  - PayPal account fee
  - Souvenirs
- Special event room rentals, set-up, and custodial fees
- Special guest meals and fees

### CLASS/GROUP BUDGET

- Mailings and promotions
- Reunion subsidies (if necessary)



## Reunion 2019 Children and Youth Attendees by Age

| Reunion Class or Group        | Infant         | 1 yr.          | 2 yrs.         | 3 yrs.         | 4 yrs.         | 5 yrs.         | 6 yrs.         | 7 yrs.         | 8 yrs.         | 9 yrs.         | 10 yrs.      |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 60th Reunion (1959)           |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 1            |
| 55th Reunion (1964)           |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| 50th Reunion (1969)           |                | 0              | 0              | 0              | 0              | 0              | 0              | 1              | 0              | 2              | 1            |
| 45th Reunion (1974)           |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| 40th Reunion (1979)           |                | 0              | 0              | 1              | 0              | 0              | 0              | 0              | 0              | 1              | 0            |
| 35th Reunion (1984)           |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| 30th Reunion (1989)           |                | 0              | 0              | 0              | 1              | 0              | 1              | 4              | 4              | 3              | 6            |
| 25th Reunion (1994)           |                | 0              | 1              | 2              | 2              | 3              | 3              | 10             | 20             | 14             | 21           |
| 20th Reunion (1999)           |                | 3              | 5              | 5              | 8              | 16             | 14             | 11             | 27             | 18             | 33           |
| 15th Reunion (2004)           |                | 4              | 9              | 6              | 6              | 8              | 6              | 6              | 7              | 2              | 0            |
| 10th Reunion (2009)           |                | 11             | 5              | 4              | 2              | 3              | 3              | 0              | 1              | 0              | 0            |
| 5th Reunion (2014)            |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| Continuous Reunion Club       |                | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| Non-Reunion Year              |                | 1              | 0              | 1              | 0              | 1              | 3              | 2              | 0              | 1              | 0            |
| <b>Reunion Class or Group</b> | <b>11 yrs.</b> | <b>12 yrs.</b> | <b>13 yrs.</b> | <b>14 yrs.</b> | <b>15 yrs.</b> | <b>16 yrs.</b> | <b>17 yrs.</b> | <b>18 yrs.</b> | <b>19 yrs.</b> | <b>20 yrs.</b> | <b>Total</b> |
| 60th Reunion (1959)           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 1            |
| 55th Reunion (1964)           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| 50th Reunion (1969)           | 0              | 1              | 0              | 0              | 0              | 1              | 0              | 0              | 0              | 0              | 6            |
| 45th Reunion (1974)           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| 40th Reunion (1979)           | 3              | 1              | 0              | 0              | 1              | 1              | 1              | 6              | 0              | 1              | 17           |
| 35th Reunion (1984)           | 1              | 1              | 0              | 0              | 1              | 3              | 3              | 1              | 0              | 0              | 10           |
| 30th Reunion (1989)           | 8              | 9              | 7              | 7              | 12             | 10             | 10             | 5              | 6              | 2              | 95           |
| 25th Reunion (1994)           | 26             | 23             | 17             | 17             | 15             | 18             | 6              | 4              | 4              | 1              | 204          |
| 20th Reunion (1999)           | 17             | 12             | 4              | 4              | 3              | 3              | 1              | 0              | 0              | 0              | 199          |
| 15th Reunion (2004)           | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 54           |
| 10th Reunion (2009)           | 0              | 0              | 1              | 1              | 0              | 1              | 0              | 0              | 0              | 0              | 31           |
| 5th Reunion (2014)            | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| Continuous Reunion Club       | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0            |
| Non-Reunion Year              | 1              | 0              | 1              | 1              | 1              | 0              | 0              | 3              | 0              | 0              | 6            |

## Reunion 2019 Clerk Pay

| Reunion Class/Group | Total # of Adults/Children checked in HQ | Total # of Clerks | Average Hours worked per clerk | Total overtime hours paid | Total Clerk Wages (includes bonus) | Recommended # of Clerks for 2020 |
|---------------------|--|-------------------|--------------------------------|---------------------------|------------------------------------|----------------------------------|
| 75th-1944           | 138                                      | 3                 | 54.5                           | 5                         | \$ 2,959                           | 3                                |
| 70th-1949           |  |                   |                                |                           |                                    |                                  |
| 65th- 1954          |  |                   |                                |                           |                                    |                                  |
| 60th- 1959          | 239/1                                    | 6                 | 50.2                           | 91                        | \$ 7,172                           | 8                                |
| 55th- 1964          | 118                                      | 6                 | 54.8                           | 33                        | \$ 5,420                           | 7                                |
| 50th- 1969          | 493/6                                    | 8                 | 51.6                           | 16                        | \$ 7,814                           | 8                                |
| 45th - 1974         | 320                                      | 5                 | 64.0                           | 54                        | \$ 5,400                           | 6                                |
| 40th- 1979          | 440/17                                   | 5                 | 55.8                           | 5                         | \$ 4,894                           | 5                                |
| 35th- 1984          | 229/10                                   | 5                 | 48.2                           | 21                        | \$ 5,087                           | 5                                |
| 30th- 1989          | 480/95                                   | 6                 | 51.2                           | 3                         | \$ 5,419                           | 6                                |
| 25th- 1994          | 537/204                                  | 8                 | 54.2                           | 20                        | \$ 7,753                           | 8                                |
| 20th- 1999          | 518/199                                  | 8                 | 51.8                           | 39                        | \$ 7,164                           | 9                                |
| 15th- 2004          | 213/54                                   | 5                 | 51.3                           | 6                         | \$ 4,657                           | 5                                |
| 10th- 2009          | 585/31                                   | 6                 | 67.9                           | 86                        | \$ 6,719                           | 8                                |
| 5th- 2014           | 1081                                     | 8                 | 43.7                           | 0                         | \$ 6,711                           | 8                                |

**2019 Clerk Hourly Wages** (Wage increases \$.50/hr for each year of experience.)

Regular- New \$11.10, Experienced \$11.60

Overtime- New \$16.65, Experienced \$17.40

# Reunion Registration Process

## Registrations online (processed immediately)

- Guest registers online
- Registration chair receives a copy of registration confirmation message
- Registration fees automatically charged to registrant's credit card
- Credit card processor credits group's Reunion account

- Registration chair reviews guest registration information on a rolling basis
- Follows up with registrants as needed

## Registrations by mail (50th Reunion and older; takes 5-7 business days)

- Guest mails registration form & payment to the address on the registration form

- Bank receives registration materials
- Payment is processed into the group specific Reunion account
- Bank scans registration form and places it in a secure online file box
- Email notification is sent to registration chair

- Registration chair reviews scanned forms to be sure information is complete
- Chair inputs form information into online registration database
- Follows up with guest (*if necessary*)
- Sends email or printed confirmation to guest

# Registration Numbers

## Reunion 2019 - All Classes and Groups

(numbers include children)

| Class/Group  | Web         | Mail       | Email/Phone | On-site    | Total Registrants | % Web     |
|--------------|-------------|------------|-------------|------------|-------------------|-----------|
| <b>1944</b>  | 5           | 10         | 0           | 0          | 15                | <b>33</b> |
| <b>1949</b>  | 0           | 51         | 6           | 0          | 57                | <b>0</b>  |
| <b>1954</b>  | 18          | 55         | 0           | 0          | 73                | <b>25</b> |
| <b>1959</b>  | 88          | 129        | 22          | 4          | 243               | <b>36</b> |
| <b>1964</b>  | 85          | 31         | 2           | 1          | 119               | <b>71</b> |
| <b>1969</b>  | 387         | 81         | 1           | 30         | 499               | <b>78</b> |
| <b>1974</b>  | 252         | 35         | 0           | 33         | 320               | <b>79</b> |
| <b>1979</b>  | 409         | 21         | 0           | 21         | 451               | <b>91</b> |
| <b>1984</b>  | 218         | 14         | 1           | 13         | 246               | <b>89</b> |
| <b>1989</b>  | 516         | 27         | 1           | 43         | 587               | <b>88</b> |
| <b>1994</b>  | 700         | 20         | 2           | 45         | 767               | <b>91</b> |
| <b>1999</b>  | 692         | 0          | 4           | 32         | 728               | <b>95</b> |
| <b>2004</b>  | 237         | 8          | 0           | 25         | 270               | <b>88</b> |
| <b>2009</b>  | 601         | 0          | 8           | 17         | 626               | <b>96</b> |
| <b>2014</b>  | 1076        | 0          | 0           | 25         | 1101              | <b>98</b> |
| <b>CRC</b>   | 25          | 27         | 0           | 8          | 60                | <b>42</b> |
| <b>Total</b> | <b>5309</b> | <b>509</b> | <b>47</b>   | <b>297</b> | <b>6162</b>       | <b>86</b> |

Reunion 2019 Registrations Processed by Week

|                | 5th Reunion |          |           | 10th Reunion |          |             | 15th Reunion |          |           | 20th Reunion |          |            | 25th Reunion |          |           | 30th Reunion |          |            |          |
|----------------|-------------|----------|-----------|--------------|----------|-------------|--------------|----------|-----------|--------------|----------|------------|--------------|----------|-----------|--------------|----------|------------|----------|
|                | Email       | Mail     | On Site   | Phone        | Staff    | Web         | Email        | Mail     | On Site   | Phone        | Staff    | Web        | Email        | Mail     | On Site   | Phone        | Staff    | Web        |          |
| Week of Mar 25 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Apr 1  | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Apr 8  | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Apr 15 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Apr 22 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Apr 29 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of May 6  | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of May 13 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of May 20 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of May 27 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| Week of Jun 3  | 0           | 0        | 25        | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 43           | 0        | 0          | 0        |
| Week of Jun 10 | 0           | 0        | 0         | 0            | 0        | 0           | 0            | 0        | 0         | 0            | 0        | 0          | 0            | 0        | 0         | 0            | 0        | 0          | 0        |
| <b>TOTAL</b>   | <b>0</b>    | <b>0</b> | <b>25</b> | <b>0</b>     | <b>0</b> | <b>1076</b> | <b>0</b>     | <b>0</b> | <b>17</b> | <b>0</b>     | <b>8</b> | <b>601</b> | <b>0</b>     | <b>0</b> | <b>32</b> | <b>4</b>     | <b>0</b> | <b>700</b> | <b>0</b> |

|                | 35th Reunion |           |           | 40th Reunion |          |            | 45th Reunion |           |           | 50th Reunion |           |          | 55th Reunion |            |          | 60th Reunion |          |          |           |
|----------------|--------------|-----------|-----------|--------------|----------|------------|--------------|-----------|-----------|--------------|-----------|----------|--------------|------------|----------|--------------|----------|----------|-----------|
|                | Email        | Mail      | On Site   | Phone        | Staff    | Web        | Email        | Mail      | On Site   | Phone        | Staff     | Web      | Email        | Mail       | On Site  | Phone        | Staff    | Web      |           |
| Week of Mar 25 | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Apr 1  | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Apr 8  | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Apr 15 | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Apr 22 | 0            | 5         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Apr 29 | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of May 6  | 0            | 5         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of May 13 | 0            | 4         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of May 20 | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of May 27 | 0            | 0         | 0         | 1            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Jun 3  | 0            | 0         | 13        | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| Week of Jun 10 | 0            | 0         | 0         | 0            | 0        | 0          | 0            | 0         | 0         | 0            | 0         | 0        | 0            | 0          | 0        | 0            | 0        | 0        | 0         |
| <b>TOTAL</b>   | <b>0</b>     | <b>14</b> | <b>13</b> | <b>1</b>     | <b>0</b> | <b>218</b> | <b>0</b>     | <b>21</b> | <b>21</b> | <b>0</b>     | <b>33</b> | <b>0</b> | <b>1</b>     | <b>387</b> | <b>0</b> | <b>1</b>     | <b>2</b> | <b>0</b> | <b>85</b> |

|                | 65th Reunion |           |          | 70th Reunion |          |           | 75th Reunion |           |          | 80th Reunion |          |          | Continuous Reunion Club (CRC) |          |           | Non-Reunion Year |          |           |          |
|----------------|--------------|-----------|----------|--------------|----------|-----------|--------------|-----------|----------|--------------|----------|----------|-------------------------------|----------|-----------|------------------|----------|-----------|----------|
|                | Email        | Mail      | On Site  | Phone        | Staff    | Web       | Email        | Mail      | On Site  | Phone        | Staff    | Web      | Email                         | Mail     | On Site   | Phone            | Staff    | Web       |          |
| Week of Mar 25 | 0            | 0         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Apr 1  | 0            | 7         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Apr 8  | 0            | 9         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Apr 15 | 0            | 10        | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Apr 22 | 0            | 3         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Apr 29 | 0            | 8         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of May 6  | 0            | 10        | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of May 13 | 0            | 6         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of May 20 | 0            | 1         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of May 27 | 0            | 0         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| Week of Jun 3  | 0            | 1         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 189              | 0        | 0         | 0        |
| Week of Jun 10 | 0            | 0         | 0        | 0            | 0        | 0         | 0            | 0         | 0        | 0            | 0        | 0        | 0                             | 0        | 0         | 0                | 0        | 0         | 0        |
| <b>TOTAL</b>   | <b>0</b>     | <b>55</b> | <b>0</b> | <b>0</b>     | <b>0</b> | <b>18</b> | <b>0</b>     | <b>51</b> | <b>0</b> | <b>6</b>     | <b>0</b> | <b>5</b> | <b>0</b>                      | <b>0</b> | <b>27</b> | <b>8</b>         | <b>0</b> | <b>25</b> | <b>0</b> |

# Criteria for Registration Chairs

- 1. Must have basic knowledge of computers and operating systems**
- 2. Must have an activated net ID and password**
- 3. Must attend registration webinar trainings**
- 4. Communicate often with Reunion chair(s) and have a good understanding of what registration packages and prices are in place.**  
Work out a process with Reunion chair(s) on how to address special requests for packages and prices from classmates
- 5. Willingness to frequently communicate with alumni on registration-related questions or requests**
  - Return calls and e-mails promptly
  - Negotiate
  - Be flexible and accommodating with special requests as possible
- 6. Communicate special package requests and pricing to Alumni Affairs Reunion staff contact so they can program them for you before you can register your classmate.**
- 7. Able to review and follow up on (if needed) a high volume of registrations on an ongoing basis after registration launch.**
- 8. Equipment needed**
  - Computer
  - High speed Internet connection
  - E-Mail address
  - Telephone
  - Web browser:
    - Google Chrome, or Firefox – preferred Internet
    - Explorer version 11 or higher will be supported but NOT recommended
- 9. Test the registration system in March**

## 2019 Housing Bed Counts

| Class/<br>Group | Adults      |            |           | Children    |             |            | Clerks      |            |             | Total       |           |           | Bed<br>Nights |   | Early<br>Arrival<br>Nights |   | Total<br>Bed<br>Nights |   | Adult 1- Adult 2- Adult 3-<br>Night |   | Child 1- Child 2- Child 3-<br>Night |   |    |   |
|-----------------|-------------|------------|-----------|-------------|-------------|------------|-------------|------------|-------------|-------------|-----------|-----------|---------------|---|----------------------------|---|------------------------|---|-------------------------------------|---|-------------------------------------|---|----|---|
|                 |             |            |           |             |             |            |             |            |             |             |           |           |               |   |                            |   |                        |   |                                     |   |                                     |   |    |   |
| 1959            | 102         | 1          | 1         | 1           | 104         | 300        | 9           | 309        | 0           | 21          | 82        | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 1  |   |
| 1964            | 86          | 0          | 5         | 91          | 279         | 28         | 307         | 7          | 8           | 76          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 0  |   |
| 1969            | 194         | 1          | 6         | 201         | 566         | 33         | 599         | 7          | 56          | 137         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 1  |   |
| 1974            | 224         | 0          | 1         | 225         | 591         | 14         | 605         | 13         | 72          | 140         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 0  |   |
| 1979            | 216         | 2          | 3         | 221         | 561         | 13         | 574         | 10         | 95          | 114         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 2  |   |
| 1984            | 154         | 2          | 2         | 158         | 403         | 3          | 406         | 4          | 65          | 87          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 1  |   |
| 1989            | 304         | 12         | 6         | 322         | 797         | 28         | 825         | 9          | 174         | 127         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 7  |   |
| 1994            | 376         | 58         | 4         | 438         | 1023        | 26         | 1049        | 25         | 216         | 137         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 15 |   |
| 1999            | 255         | 59         | 8         | 322         | 755         | 27         | 782         | 14         | 161         | 88          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 17 |   |
| 2004            | 129         | 9          | 2         | 140         | 349         | 16         | 365         | 6          | 68          | 57          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 3  |   |
| 2009            | 389         | 3          | 5         | 397         | 1022        | 15         | 1037        | 6          | 170         | 218         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 2  |   |
| 2014            | 817         | 0          | 5         | 822         | 2230        | 24         | 2254        | 13         | 234         | 575         | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 0  |   |
| CRC             | 29          | 0          | 1         | 30          | 92          | 6          | 98          | 1          | 2           | 26          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 0  | 0 |
| NRV             | 70          | 0          | 2         | 72          | 157         | 6          | 163         | 11         | 43          | 16          | 0         | 0         | 0             | 0 | 0                          | 0 | 0                      | 0 | 0                                   | 0 | 0                                   | 0 | 0  | 0 |
| <b>TOTAL</b>    | <b>3345</b> | <b>147</b> | <b>51</b> | <b>3543</b> | <b>9125</b> | <b>248</b> | <b>9373</b> | <b>126</b> | <b>1385</b> | <b>1880</b> | <b>10</b> | <b>88</b> | <b>49</b>     |   |                            |   |                        |   |                                     |   |                                     |   |    |   |

# REUNION 2020 ON-CAMPUS DINING LOCATIONS AND CAPACITIES

|   | 1955 | 1960 | 1965 | 1970 | 1975 | 1980 | 1985 | 1990 | 1995 | 2000 | 2005 | 2010 | 2015 |
|---|------|------|------|------|------|------|------|------|------|------|------|------|------|
| * Cornell Catering only sites   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Catered by Statler Hotel   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| *** Preferred caterer site  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>ESTIMATED EXPECTED ATTENDANCE</b>  | 125  | 235  | 175  | 525  | 150  | 440  | 325  | 525  | 750  | 750  | 350  | 750  | 1150 |
| <b>TENTS ON CAMPUS</b>  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Ag Quad Tent (east)   |      |      |      | *    |      |      | *    | *    |      |      | *    |      |      |
| Ag Quad Tent (west)/Ag Quad Tent (center) used in conjunction with west tent          |      |      |      | *    |      |      | *    | *    | *    | *    | *    | *    | *    |
| Arboretum Tent (Botanic Gardens)  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Bailey Plaza Tent   |      |      |      |      | *    |      |      |      |      |      |      |      |      |
| Engineering Quad (lunches only)   |      |      |      |      |      |      |      |      |      |      |      |      | *    |
| Nevin Welcome Center Tent (Botanic Gardens)--<br>not available for Saturday reception |      |      |      | *    |      | *    | *    | *    | *    | *    | *    | *    | *    |
| West Campus Tent  |      |      |      | *    |      | *    | *    | *    | *    | *    | *    | *    | *    |
| <b>HEADQUARTER TENTS (max seating capacity)</b>                                       |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>PLEASE CONSIDER USING YOUR HQ TENTS AND DINING ROOMS.</b>                          |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>*HEADQUARTER DINING ROOMS (max seating capacity)</b>                               |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <b>INSIDE SPACES ON CAMPUS</b>  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| A.D. White House  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| *Appel Commons, Multi-Purpose Room  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| *Appel Commons, North Star Dining + N. Star upstairs                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| *Appel Commons, Total dining (MPR, Northstar Dining upper & lower)                    |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Bartels Hall, Newman Arena  |      |      |      | *    |      | *    | *    | *    | *    | *    | *    | *    | *    |
| Bartels Hall, Ramin Room  |      |      |      | *    |      | *    | *    | *    | *    | *    | *    | *    | *    |
| Barton Hall   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Big Red Barn (unavailable Friday 4-8 p.m.)  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Biotech Building G10 (unavailable for bkfst and lunch)                                |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Biotech Atrium (reception only)   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Duffield Hall Atriums (unavailable Sat bkfst and lunch)                               |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Flora Rose House Dining Room  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ***Johnson Museum Appel Lobby+Mallin Sculpture Court--Reception only                  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Kennedy Hall, Trillum+Upstairs (unavailable Sat lunch)                              |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Klarman Hall Atrium (unavailable Sat bkfst and lunch)                                 |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Lab of Ornithology Atrium   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Milstein Hall, Crit Dome  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Moakley House (unavailable Sat night)   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Physical Sciences Atriums   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Robert Purcell Marketplace Eatery   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Schoellkopf, Hall of Fame Room (Sat only)   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Schoellkopf, Tanner Terrace (Sat only)  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Ballroom   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Terrace Restaurant+Lounge  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Taylor A/B   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Beck Center Park Atrium  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Rowe Room  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| ** Statler Yale/Princeton Room  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Stocking Hall (after 6 pm)--Reception only  |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Willard Straight, Memorial Room & Terrace   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Willard Straight, Okenshields   |      |      |      |      |      |      |      |      |      |      |      |      |      |
| * Willard Straight, Ivy Room  |      |      |      |      |      |      |      |      |      |      |      |      |      |



# Pastry Suppliers

## **DarlingCake**

716-946-8742

amy@darlingcake.com

## **Dolce Delight**

1080 Danby Rd.

Ithaca, NY 14850

607-272-0282

## **Ithaca Bakery**

2255 North Triphammer Rd.

Ithaca, NY 14850

607-257-2255

400 North Meadow St.

Ithaca, NY 14850

607-273-7110

## **Just Desserts**

821A Danby Rd.

Ithaca, NY 14850

607-272-3718

## **Kendra's Culinary Creations**

1114 Auburn Road

Groton, NY 13073

607-533-4039

Kendrasculinarycreations@yahoo.com

## **Marion Ferrer**

607-793-3488

## **Panera**

748 S. Meadow St.

Ithaca, NY 14850

607-273-2590

## **P&C**

315 Pine Tree Rd.

East Hill Plaza

Ithaca, NY 14850

607-272-5836

## **This Chick Bakes**

Hope Jones '86, owner

31-31 48<sup>th</sup> Ave.

Long Island City, NY 11101

thischickbakes@gmail.com

thischickbakes.com

## **Tops Friendly Markets**

2300 North Triphammer Rd.

Ithaca, NY 14850

607-257-4952

710 South Meadow St.

Ithaca, NY 14850

607-275-8041

## **Wegmans**

500 South Meadow St.

Ithaca, NY 14850

607-277-5800; 277-4380 (bakery)

| <b>Meal Counts by Class and Group</b> |                    |                 |                 |                    |     |
|---------------------------------------|--------------------|-----------------|-----------------|--------------------|-----|
| <b>CLASS/GROUP</b>                    | <b>MEAL</b>        | <b>Adult</b>    | <b>Under 21</b> | <b>TOTAL MEALS</b> |     |
| <b>1944 (75th)</b>                    | Thursday Dinner    | 14              |                 | 14                 |     |
|                                       | Friday Breakfast   | 14              |                 | 14                 |     |
|                                       | Friday Lunch       | 14              |                 | 14                 |     |
|                                       | Friday Dinner      | 12              |                 | 12                 |     |
|                                       | Saturday Breakfast | 17              |                 | 17                 |     |
|                                       | Saturday Lunch     | 11              |                 | 11                 |     |
|                                       | Saturday Dinner    | 12              |                 | 12                 |     |
|                                       | Sunday Breakfast   | 13              |                 | 13                 |     |
|                                       |                    |                 |                 |                    |     |
| <b>1949 (70th)</b>                    | Thursday Dinner    | 31              |                 | 31                 |     |
|                                       | Friday Breakfast   | 27              |                 | 27                 |     |
|                                       | Friday Lunch       | 28              |                 | 28                 |     |
|                                       | Friday Dinner      | 36              |                 | 36                 |     |
|                                       | Saturday Breakfast | 26              |                 | 26                 |     |
|                                       | Saturday Lunch     | 31              |                 | 31                 |     |
|                                       | Saturday Dinner    | 43              |                 | 43                 |     |
|                                       | Sunday Breakfast   | 30              |                 | 30                 |     |
|                                       |                    |                 |                 |                    |     |
| <b>1954 (65th)</b>                    | Thursday Dinner    | 54              |                 | 54                 |     |
|                                       | Friday Breakfast   | 54              |                 | 54                 |     |
|                                       | Friday Dinner      | 69              |                 | 69                 |     |
|                                       | Saturday Breakfast | 66              |                 | 66                 |     |
|                                       | Saturday Lunch     | 70              |                 | 70                 |     |
|                                       | Saturday Dinner    | 71              |                 | 71                 |     |
|                                       | Sunday Breakfast   | 70              |                 | 70                 |     |
|                                       |                    |                 |                 |                    |     |
|                                       | <b>1959 (60th)</b> | Thursday Dinner | 171             | 1                  | 172 |
| Friday Breakfast                      |                    | 171             | 1               | 172                |     |
| Friday Lunch                          |                    | 224             | 1               | 225                |     |
| Friday Dinner                         |                    | 229             |                 | 229                |     |
| Saturday Breakfast                    |                    | 227             | 1               | 228                |     |
| Saturday Dinner                       |                    | 225             |                 | 225                |     |
| Sunday Breakfast                      |                    | 221             | 1               | 222                |     |
|                                       |                    |                 |                 |                    |     |
| <b>1964 (55th)</b>                    |                    | Thursday Dinner | 89              |                    | 89  |
|                                       | Friday Breakfast   | 111             |                 | 111                |     |
|                                       | Friday Dinner      | 105             |                 | 105                |     |
|                                       | Saturday Breakfast | 113             |                 | 113                |     |
|                                       | Saturday Dinner    | 113             |                 | 113                |     |
|                                       | Sunday Breakfast   | 113             |                 | 113                |     |
|                                       |                    |                 |                 |                    |     |
| <b>1969 (50th)</b>                    | Thursday Dinner    | 254             | 3               | 257                |     |
|                                       | Friday Breakfast   | 251             | 1               | 252                |     |
|                                       | Friday Dinner      | 401             |                 | 401                |     |

| <b>Meal Counts by Class and Group</b> |                           |              |                 |                    |
|---------------------------------------|---------------------------|--------------|-----------------|--------------------|
| <b>CLASS/GROUP</b>                    | <b>MEAL</b>               | <b>Adult</b> | <b>Under 21</b> | <b>TOTAL MEALS</b> |
| <b>1969 (50th)</b>                    | <b>Saturday Breakfast</b> | 458          | 2               | <b>460</b>         |
| <b>continued</b>                      | <b>Saturday Lunch</b>     | 434          | 4               | <b>438</b>         |
|                                       | <b>Saturday Dinner</b>    | 458          | 1               | <b>459</b>         |
|                                       | <b>Sunday Breakfast</b>   | 423          | 3               | <b>426</b>         |
|                                       |                           |              |                 |                    |
| <b>1974 (45th)</b>                    | <b>Thursday Dinner</b>    | 175          |                 | <b>175</b>         |
|                                       | <b>Friday Breakfast</b>   | 175          |                 | <b>175</b>         |
|                                       | <b>Friday Dinner</b>      | 275          |                 | <b>275</b>         |
|                                       | <b>Saturday Breakfast</b> | 297          |                 | <b>297</b>         |
|                                       | <b>Saturday Lunch</b>     | 303          |                 | <b>303</b>         |
|                                       | <b>Saturday Dinner</b>    | 318          |                 | <b>318</b>         |
|                                       | <b>Sunday Breakfast</b>   | 297          |                 | <b>297</b>         |
|                                       |                           |              |                 |                    |
| <b>1979 (40th)</b>                    | <b>Thursday Dinner</b>    | 137          | 3               | <b>140</b>         |
|                                       | <b>Friday Breakfast</b>   | 146          | 3               | <b>149</b>         |
|                                       | <b>Friday Dinner</b>      | 351          | 7               | <b>358</b>         |
|                                       | <b>Saturday Breakfast</b> | 356          | 8               | <b>364</b>         |
|                                       | <b>Saturday Lunch</b>     | 424          | 9               | <b>433</b>         |
|                                       | <b>Saturday Dinner</b>    | 432          | 7               | <b>439</b>         |
|                                       | <b>Sunday Breakfast</b>   | 386          | 8               | <b>394</b>         |
|                                       |                           |              |                 |                    |
| <b>1984 (35th)</b>                    | <b>Thursday Dinner</b>    | 80           | 1               | <b>81</b>          |
|                                       | <b>Friday Breakfast</b>   | 185          | 5               | <b>190</b>         |
|                                       | <b>Friday Dinner</b>      | 189          | 5               | <b>194</b>         |
|                                       | <b>Saturday Breakfast</b> | 220          | 7               | <b>227</b>         |
|                                       | <b>Saturday Lunch</b>     | 223          | 7               | <b>230</b>         |
|                                       | <b>Saturday Dinner</b>    | 228          | 5               | <b>233</b>         |
|                                       | <b>Sunday Breakfast</b>   | 206          | 7               | <b>213</b>         |
|                                       |                           |              |                 |                    |
| <b>1989 (30th)</b>                    | <b>Thursday Dinner</b>    | 167          | 37              | <b>204</b>         |
|                                       | <b>Friday Breakfast</b>   | 168          | 46              | <b>214</b>         |
|                                       | <b>Friday Dinner</b>      | 389          | 65              | <b>454</b>         |
|                                       | <b>Saturday Breakfast</b> | 435          | 79              | <b>514</b>         |
|                                       | <b>Saturday Dinner</b>    | 461          | 70              | <b>531</b>         |
|                                       | <b>Sunday Breakfast</b>   | 428          | 80              | <b>508</b>         |
|                                       |                           |              |                 |                    |
| <b>1994 (25th)</b>                    | <b>Thursday Dinner</b>    | 182          | 48              | <b>230</b>         |
|                                       | <b>Friday Breakfast</b>   | 182          | 63              | <b>245</b>         |
|                                       | <b>Friday Dinner</b>      | 464          | 124             | <b>588</b>         |
|                                       | <b>Saturday Breakfast</b> | 544          | 174             | <b>718</b>         |
|                                       | <b>Saturday Dinner</b>    | 557          | 155             | <b>712</b>         |
|                                       | <b>Sunday Breakfast</b>   | 548          | 166             | <b>714</b>         |
|                                       |                           |              |                 |                    |

| <b>Meal Counts by Class and Group</b> |                           |              |                 |                    |
|---------------------------------------|---------------------------|--------------|-----------------|--------------------|
| <b>CLASS/GROUP</b>                    | <b>MEAL</b>               | <b>Adult</b> | <b>Under 21</b> | <b>TOTAL MEALS</b> |
| <b>1999 (20th)</b>                    | <b>Friday Breakfast</b>   | 208          | 97              | <b>305</b>         |
|                                       | <b>Friday Dinner</b>      | 502          | 144             | <b>646</b>         |
|                                       | <b>Saturday Breakfast</b> | 502          | 170             | <b>672</b>         |
|                                       | <b>Saturday Dinner</b>    | 529          | 141             | <b>670</b>         |
|                                       | <b>Sunday Breakfast</b>   | 524          | 167             | <b>691</b>         |
|                                       |                           |              |                 |                    |
| <b>2004 (15th)</b>                    | <b>Thursday Dinner</b>    | 89           | 17              | <b>106</b>         |
|                                       | <b>Friday Breakfast</b>   | 89           | 22              | <b>111</b>         |
|                                       | <b>Friday Dinner</b>      | 197          | 43              | <b>240</b>         |
|                                       | <b>Saturday Breakfast</b> | 194          | 46              | <b>240</b>         |
|                                       | <b>Saturday Dinner</b>    | 208          | 45              | <b>253</b>         |
|                                       | <b>Sunday Breakfast</b>   | 208          | 43              | <b>251</b>         |
|                                       |                           |              |                 |                    |
| <b>2009 (10th)</b>                    | <b>Thursday Dinner</b>    | 294          | 20              | <b>314</b>         |
|                                       | <b>Friday Breakfast</b>   | 562          | 20              | <b>582</b>         |
|                                       | <b>Friday Dinner</b>      | 563          | 20              | <b>583</b>         |
|                                       | <b>Saturday Breakfast</b> | 589          | 20              | <b>609</b>         |
|                                       | <b>Saturday Dinner</b>    | 592          | 20              | <b>612</b>         |
|                                       | <b>Sunday Breakfast</b>   | 586          | 20              | <b>606</b>         |
|                                       |                           |              |                 |                    |
| <b>2014 (5th)</b>                     | <b>Friday Breakfast</b>   | 792          |                 | <b>792</b>         |
|                                       | <b>Friday Dinner</b>      | 1087         |                 | <b>1087</b>        |
|                                       | <b>Saturday Breakfast</b> | 1091         |                 | <b>1091</b>        |
|                                       | <b>Saturday Dinner</b>    | 1094         |                 | <b>1094</b>        |
|                                       | <b>Sunday Breakfast</b>   | 1090         |                 | <b>1090</b>        |
|                                       |                           |              |                 |                    |
| <b>CRC</b>                            | <b>Friday Lunch</b>       | 45           |                 | <b>45</b>          |
|                                       | <b>Saturday Dinner</b>    | 25           |                 | <b>25</b>          |
|                                       |                           |              |                 |                    |
| <b>Glee Club</b>                      | <b>Saturday Lunch</b>     | 361          | 13              | <b>374</b>         |
|                                       | <b>Saturday Dinner</b>    | 187          | 10              | <b>197</b>         |
|                                       |                           |              |                 |                    |

# Caterers

The following caterers have been contracted for Reunion events within the past five years:

Agava Restaurant  
Katy Walker  
381 Pine Tree Road  
Ithaca, NY 14850  
607-342-5645  
catering@agavarestaurant.com  
agavarestaurant.com

Ba-Li Cravings  
Tal Oron Cohen  
607-229-2214  
tal@balicravings.com  
balicravings.com

Bickering Twins  
114 N. Cayuga Street  
Ithaca, NY 14850  
607-319-0653  
bickeringtwins@gmail.com  
bickeringtwins.com

\*Can accommodate lunch/dinner deliveries for up to 200 people.

Cornell Catering  
Brandon Fortenberry  
Robert Purcell Community Center  
Cornell University, Ithaca, NY 14853  
607-255-5555  
bf52@cornell.edu  
catering.cornell.edu

Dinosaur Bar-B-Que  
Chelsea Jones  
246 West Willow Street  
Syracuse, NY 13202  
315-579-0400  
chelsea.jones@dinobbq.com  
dinobbq.com

D.P. Dough  
Eric Sears  
Ashley Stupke  
408 College Ave.  
Ithaca, NY 14850  
315-491-7447 or 607-283-9274  
ithacadpdough@gmail.com  
dpdough.com/

Gance's Complete Catering  
602 Old Front Street  
Binghamton, NY 13219  
607-779-1779  
info@gances.com  
gances.com

The Heights Catering  
James Larounis  
903 Hanshaw Road  
Ithaca, NY 14850  
607-257-4144  
info@theheightsithaca.com  
theheightsithaca@gmail.com

Ithaca Bakery  
Niki Potenza  
Triphammer Mall  
2255 North Triphammer Road  
Ithaca, NY 14850  
607-257-2255  
cater@ithacabakery.com  
ithacabakery.com

H&J Hospitality, Inc.  
Julianna Hopkins  
1638 East Shore Drive  
Ithaca, NY 14850  
781-526-2238  
Julianna@hjhospitality.com

Shortstop Deli  
Hot Truck  
Chuck Dong  
200 West Seneca Street  
Ithaca, NY 14850  
607-273-1030  
chuck@shortstopdeli.com  
shortstopdeli.com

Kendra's Culinary Creations  
1114 Auburn Road  
Groton, NY 13073  
607-533-4039  
kendrasculinarycreations@yahoo.com  
kendrasculinarycreations.com

Panera  
748 S. Meadow Street  
Ithaca, NY 14850  
(607) 273-2590  
panera.com

Serendipity  
Stephanie Holzbaur  
950 Danby Road, Suite 20  
Ithaca, NY 14850  
607-273-2145  
events@serendipitycatering.biz  
serendipitycatering.biz

Taste of Thai Express  
209 S. Meadow Street  
Ithaca, NY 14850  
607-272-8424  
catering@tasteofthaiexpress.com  
tasteofthaiexpress.com

Wegmans  
Julie Garner, Catering Coordinator  
500 South Meadow Street  
Ithaca, NY 14850  
607-697-0211  
wegmans.com

# Exclusive Cornell Catering Dining Locations

- Alice Cook House
- Appel Commons
- Big Red Barn
- Carl Becker House
- Flora Rose House
- Hans Bethe House
- Ivy Room (Willard Straight Hall)
- Johnson Museum of Art
- William Keeton House
- Okenshields (Willard Straight Hall)
- Riskey Hall Dining Room
- Robert Purcell Community Center
- Trillium Dining Room
- Willard Straight Hall Memorial Room and Terrace  
(if serving alcohol)

# Working With Your Caterer – Who Does What?

## Alumni Affairs

- Assign dining sites and emergency weather sites
- Reserve campus spaces
- Provide support to Reunion chairs and caterers
- Determine dining layout and diagram and share with chairs and caterers
- Provide caterers with materials and information about sites
- Arrange for tables/chairs, dance floors, electricity, tents, PA Systems, portajohns, dumpsters

## Reunion Chairs

- Determine menu
- Communicate directly with caterer
- Compare caterer bids
- Sign contracts
- Give guarantees to caterer and continue to provide updated numbers
- Provide special meal requests to caterer
- Share plans for dance floors, guest speakers/podiums, and additional arrangements that impact seating with caterer
- Approve payment of invoices
- Scout the site before the event

## Caterers

- Attend Reunion Kick-off (RKO) and mandatory spring site-visit meeting
- Provide packets with sample menus and prices at RKO
- Sign contract with chairs
- Communicate directly with chairs
- Provide initial counts in early May and final counts in late May to Alumni Affairs
- Provide service table requests to Alumni Affairs
- Communicate plans for dance floors, guest speakers/podiums, and additional arrangements to Alumni Affairs
- Accommodate special meal requests
- Send bills to chairs to authorize payment (deposits must be on separate invoice)
- Provide linens, tableware, centerpieces (per contract)
- Remove all garbage from dining sites—carry in, carry out
- Assist with on-site setup as needed

# REUNION 2020 - JUNE 4-7

## TENTATIVE KEY EVENT SCHEDULE

### Thursday, June 4

|            |   |
|------------|---|
| 12:00 Noon | Residence Halls Open for Check-in                                     |
| 2:00 p.m.  | Information Center Opens  |
| 5:30 p.m.  | <i>Passing It Forward</i> : Opening Banner Ceremony (invitation only) |
| Evening    | Class/Group Dinners   |
| 8:30 p.m.  | Savage Club Show  |

### Friday, June 5

|                         |  |
|-------------------------|--|
| Morning                 | College Tours and Lectures                         |
| 9:00 to 10:00 a.m.      | General campus bus tour                            |
| 10:00 to 11:30 a.m.     | Class/Group Forums                                 |
| 11:30 a.m. to 2:00 p.m. | CU4 Lunch @ the Statler                            |
| 1:00 to 2:00 p.m.       | General campus bus tour                            |
| 1:00 to 3:00 p.m.       | College Tours and Lectures                         |
| 1:30 to 2:30 p.m.       | University Service of Remembrance and Thanksgiving |
| 3:00 to 4:00 p.m.       | Cornell Kids Club Check-in                         |
| * 3:00 to 4:15 p.m.     | Spencer T. and Ann W. Olin Lecture                 |
| 4:15 to 5:15 p.m.       | Mix & Mingle Garden Party                          |
| 4:00 to 6:00 p.m.       | Greek Receptions (invitation only)                 |
| Evening                 | Class/Group Dinners                                |
| 9:00 p.m. to 1:00 a.m.  | Tent Party on the Arts Quad                        |
| 9:15 p.m.               | Chorus and Glee Club Concert                       |

### Saturday, June 6

|                         |   |
|-------------------------|---|
| 7:30 to 9:30 a.m.       | College Breakfasts                                |
| 8:00 to 9:00 a.m.       | Reunion 5K  |
| 9:00 to 10:00 a.m.      | General campus bus tour                           |
| * 10:30 to 11:30 a.m.   | A Conversation with President Martha E. Pollack   |
| 11:30 a.m. to 2:00 p.m. | CU4 Lunch @ the Statler                           |
| 1:00 to 2:00 p.m.       | General campus bus tour                           |
| 1:00 to 3:00 p.m.       | College Tours and Lectures, Class/Group Forums    |
| 1:30 to 2:45 p.m.       | Mosaic Event                                      |
| 1:30 to 3:30 p.m.       | Fun in the Sun                                    |
| 2:30 p.m.               | Concert: The Hangovers at Cornell Botanic Gardens |
| 3:00 to 4:00 p.m.       | Cornell Kids Club Check-in                        |
| 4:00 to 6:00 p.m.       | Greek Receptions (invitation only)                |
| Evening                 | Class/Group Dinners                               |
| 9:00 p.m. to 1:00 a.m.  | Tent Party on the Arts Quad                       |
| * 9:30 p.m.             | Cornelliana Night                                 |

### Sunday, June 7

|            |   |
|------------|---|
| Morning    | Class/Group Breakfasts, Chimes Concerts |
| 12:00 Noon | Residence Halls Close                   |

***\*Please do not schedule class programming against this event.***



# Reunion 2020 Photography Options

Aside from the traditional group photo, several local photographers are able to work with Reunion classes and groups to provide a personalized photography experience tailored to their specific plans and events. See a list of local photographers below.

You may also consider asking one of your attendees to volunteer their services and talent for photographs at Reunion.

Reunion weekend occurs during peak wedding season so interested parties should contact photographers to discuss services, options, and pricing as soon as possible.

## Services may include:

- A. Attending events or activities to take candid photos of groups, families and friends
- B. Posting an online gallery following Reunion for attendees and others to view and order specific photos in a variety of sizes
- C. Providing digital copies of photos taken during the weekend for personal use and reproduction

## Volunteers should contact photographers directly to discuss:

1. Date(s) of requested photography services
2. Packages and pricing including cost per hour for photographer(s)' time (*prices may range from approximately \$75-\$200 per hour for photographer's time*)
3. Ordering options
4. Distribution and payment methods

Arrangements will be made directly between the photographer and class/group volunteer.

### **Cascadilla Photography**

Andrew Gillis  
(607) 272-7386  
[ag@cascadillaphoto.com](mailto:ag@cascadillaphoto.com)  
[cascadillaphoto.com](http://cascadillaphoto.com)

### **Michael Grace-Martin**

(518) 460-1210  
[michael@michaelgracemartin.com](mailto:michael@michaelgracemartin.com)  
[michaelgracemartin.com/main/photography-clients-page/](http://michaelgracemartin.com/main/photography-clients-page/)

### **Rachel Philipson Photography & Design**

Rachel Philipson  
(607) 229-5465  
[rach@rachelphilipson.com](mailto:rach@rachelphilipson.com)  
[rachelphilipson.com](http://rachelphilipson.com)

### **Sheryl Sinkow Photography**

Sheryl Sinkow  
(607) 257-5423 (studio)  
(607) 592-2749 (cell)  
[sheryl@sinkowphotography.com](mailto:sheryl@sinkowphotography.com)  
[www.sinkowphotography.com](http://www.sinkowphotography.com)

### **Stephen J Appel Photography**

Stephen Appel  
(607) 748-4473  
[stephen@appelphotography.com](mailto:stephen@appelphotography.com)  
[appelphotography.com](http://appelphotography.com)

## REGISTRATION

CORNELL REUNION WEEKEND  
June 6-9, 2019

- To register for the *Kids Club*, visit [alumni.cornell.edu/reunion](http://alumni.cornell.edu/reunion) and register with your class. **Be sure to select the *Kids Club* option.** You will then be prompted to register separately for the *Kids Club*.
- Upon receipt of payment, we will send you a confirmation.
- Walk-in registrations will be handled case by case. There is no guarantee that space will be available.
- Refunds will be offered if requested before May 23, 2019.
- For more information, email Cindy Rice at [cer13@cornell.edu](mailto:cer13@cornell.edu).

**F**or many alumni, Reunion is a family event. Cornell offers the *Kids Club* for children ages 6-15 on Friday and Saturday of Reunion weekend from 3-11 p.m.

The *Kids Club* provides adult supervision, dinner, academic programs, and recreational activities. Activities are designed to be age appropriate, with a separate schedule for each age group. See the *sample* schedule below.

Equipped with a gymnasium, pool, bowling lanes, classroom, and playing fields, Helen Newman Hall is the *Kids Club* headquarters. Children begin their *Kids Club* experience when they arrive at the HNH gymnasium with their parents between 3 p.m. and 4 p.m. Children will be grouped with similarly-aged peers led by counselors. Parents are then free to enjoy their evening as they please while their children partake in the *Kids Club* activities!

**The cost of the 2019 *Kids Club* is \$70 per child, per day or \$130 per child registered for both days.** Parents may register children for one or two days. Register your child at [alumni.cornell.edu/reunion](http://alumni.cornell.edu/reunion). Upon receipt of payment, we will send you a confirmation for *Kids Club* registration with additional information to ensure your child's enjoyment. Requests for refunds must be made directly to Alumni Affairs by May 23.

## REUNION *Kids Club* SAMPLE SCHEDULE\*

### Children (6-8 years)

|            |                           |
|------------|---------------------------|
| 3:00-4:00  | Registration              |
| 4:00-5:15  | Swimming                  |
| 5:15-6:00  | Dinner                    |
| 6:00-6:45  | Physics Bus               |
| 6:45-8:00  | Bowling                   |
| 8:00-9:00  | Arts & Crafts or Gym Play |
| 9:00-11:00 | Movie or Quiet Activities |
| 11:00      | Pick-up!                  |

### Youths (9-12 years)

|            |                           |
|------------|---------------------------|
| 3:00-4:00  | Registration              |
| 4:00-5:30  | Bowling                   |
| 5:30-6:15  | Dinner                    |
| 6:15-7:00  | Physics Bus               |
| 7:00-8:15  | Swimming                  |
| 8:15-9:00  | Arts & Crafts or Gym Play |
| 9:00-11:00 | Movie or Quiet Activities |
| 11:00      | Pick-up                   |

### Teens (13-15 years)

|            |                             |
|------------|-----------------------------|
| 3:00-4:00  | Registration                |
| 4:00-5:00  | Physics Bus                 |
| 5:00-6:30  | Dinner & Collegetown Walk   |
| 6:30-7:30  | Taste of Cornell Academics! |
| 7:30-9:00  | Swimming                    |
| 9:00-10:45 | Bowling                     |
| 11:00      | Pick-up!                    |

\*Schedule is subject to change. Any concerns regarding specific schedules may be directed to Cindy Rice at [cer13@cornell.edu](mailto:cer13@cornell.edu) within 7 days of Reunion 2019.

NOTE: Please supply a water bottle, jacket, rain wear, swim-suit and towel for swimming, socks for bowling, a carrying bag, and other appropriate recreational clothing for each child. Clearly label all of the items with the child's name. Cornell cannot provide towels. Please be sure your child has their own.

[alumni.cornell.edu/reunion](http://alumni.cornell.edu/reunion)

# Florists/Balloons/Ice Cream/Party Supplies

## Please see a list of local vendors below:

Baker's Acres (potted flowers)  
1104 Auburn Road  
Groton, NY 13073  
607-533-4653  
(Closed October-March)

BJ's Wholesale Club  
40 Graham Rd. West  
Ithaca, NY 14850  
607-241-4762

Bool's Flower Shop  
209 North Aurora Street  
Ithaca, NY 14850  
607-272-8410

Business is Blooming  
Eva Bleakley  
1005 North Cayuga Street  
Ithaca, NY 14850  
607-227-1522  
[www.bizbloom.biz](http://www.bizbloom.biz)

B&W Restaurant Supply Co.  
Hoyt Benjamin Jr.  
510 Third Street  
Ithaca, NY 14850  
607-273-5300  
[Hbenj@bw.com](mailto:Hbenj@bw.com)  
[Bwsupply.com](http://Bwsupply.com)

Cornell Horticulture  
[www.hort.cals.cornell.edu](http://www.hort.cals.cornell.edu)

Flower Fashions  
Community Corners  
903 Hanshaw Road  
Ithaca, NY 14850  
607-257-1200  
[Flowerfashionsbyharing.com](http://Flowerfashionsbyharing.com)

Ithaca Flower Shop  
1201 N Tioga Street  
Ithaca, NY 14850  
607-273-0600  
[Ithacaflowershop.com](http://Ithacaflowershop.com)

Michaels  
The Shops at Ithaca Mall  
40 Catherwood Rd.  
Ithaca, NY 14850  
607-319-2100

Michaleen's  
2826 North Triphammer Road  
Ithaca, NY 14850  
607-257-3203  
[michaleens.com](http://michaleens.com)

Party City  
2309 N. Triphammer Road  
Ithaca, NY 14850  
607-257-0212

Target  
The Shops at Ithaca Mall  
40 Catherwood Rd.  
Ithaca, NY 14850  
607-257-3387

Walmart  
135 Fairgrounds Memorial Parkway  
Ithaca, NY 14850  
607-277-4510  
[Walmart.com](http://Walmart.com)

Wegmans  
500 South Meadow Street  
Ithaca, NY 14850  
607-277-4730  
[Wegmans.com](http://Wegmans.com)  
[floral.store071@wegmans.com](mailto:floral.store071@wegmans.com)

## Ice Cream Suppliers

Cayuga Lake Creamery  
Jeff Kospick  
8421 State Route 89  
Interlaken, NY 14847  
607-532-9492

Cornell Dairy  
Laura Hatch  
180 Stocking Hall  
Cornell University  
Ithaca, NY 14853  
607-255-2888

Dennis' Homemade Ice Cream  
1076 Elmira Road  
Newfield, NY 14867  
607-793-1360

Purity Ice Cream  
Heather Lane  
700 Cascadilla Street  
Ithaca, NY 14850  
607-272-1545  
[purityhq@aol.com](mailto:purityhq@aol.com)

## 2018 and 2019 Souvenir Price List

| Class                | Souvenir                     | Quantity                | Cost/Piece             | Class   | Souvenir                          | Quantity                    | Cost/Piece |
|----------------------|------------------------------|-------------------------|------------------------|---|-----------------------------------|-----------------------------|------------|
| 1958                 | Red Tote Bag                 | 200                     | \$3.00                 | 1949  | Cornell C Red 1949 Bucket Hat     | 100                         | \$13.75    |
| 1963                 | Grey CU63 Fanny Pack         | 150                     | \$7.37                 | 1954  | Red Tote Bag                      | 100                         | \$3.20     |
| 1968                 | Red and White Pom-Poms       | 500                     | \$0.94                 | 1959  | Khaki Baseball Hat                | 30                          | \$10.00    |
|                      | Red and White Backpack       | 500                     | \$5.25                 |   | Khaki Baseball Hat                | 210                         | \$7.50     |
|                      | Cornell Bear Logo Mug        | 400                     | \$3.92                 | 1964  | Luggage Tag Set                   | 180                         | \$13.50    |
|                      | Adams Outback Brimmed Hat    | 300                     | \$25.00                |   | Maroon Baseball Cap               | 180                         | \$5.80     |
|                      | North End Techno Lite Jacket | 300                     | \$30.00                | 1969  | Lightweight 1969 Vest             | 300                         | \$32.50    |
| 1973                 | Water Bottle                 | 200                     | \$12.10                |   | Green Ithaca is Gorges Mug        | 500                         | \$1.80     |
|                      | Red Duffel Bag               | 200                     | \$10.78                | 1974  | Photo Frame w/ Class Logo         | 350                         | \$9.50     |
| 1978                 | Stemless Wine Glass          | 275                     | \$7.69                 |   | Expedition Stainless Steel Bottle | 350                         | \$5.98     |
|                      | 1983                         | Growler / Wine Cooler   | 250                    | \$18.52   | 1979                              | Scout '79 Wine Cooler Chest | 450        |
| Bamboo Cutting Board |                              | 100                     | \$12.95                | 1989  | Red Cornell Logo Towel            | 500                         | \$12.75    |
| 1988                 | Cornell T-shirts             | 260                     | \$7.00                 | 1994  | 1.5" C Temporary Tattoo           | 500                         | \$0.22     |
|                      | Water Bottle                 | 360                     | \$9.50                 |   | Cornell Logo Zipper Pull          | 500                         | \$0.86     |
| 1993                 | Blanket                      | 450                     | \$18.00                |   | Cornell 1994 Wine Glass           | 576                         | \$1.74     |
|                      | Water Bottle                 | 1450                    | \$1.72                 |   | Boat Tote w/ Class Logo           | 425                         | \$16.85    |
|                      | Flyers                       | 250                     | \$0.85                 |   | Blinking Red Class Button         | 500                         | \$1.55     |
|                      | Cell Phone Wallet            | 150                     | \$0.95                 | Cornell Logo Water Bottle (split among 3 classes) | 1550                              | \$1.77                      |            |
|                      | Wine Glass                   | 550                     | \$0.99                 | 1999  | Red Touchdown T-shirt             | 200                         | \$6.55     |
| Cupholder Plate      | 800                          | \$0.85                  | Boat Tote w/ C and '99 |   | 450                               | \$16.85                     |            |
| 1998                 | Cell Phone Wallet & Stand    | 525                     | \$1.20                 | 2004  | Campus Crew Sweatshirt            | 300                         | \$20.00    |
|                      | Keyboard Tech Tattoo         | 525                     | \$0.70                 | 2009  | Cornell Seal Lapel Pin            | 700                         | \$0.65     |
|                      | Boat Tote Bag                | 450                     | \$15.20                |   | Red Roll-Up Blanket               | 700                         | \$6.50     |
| 2003                 | Red and White Umbrella       | 225                     | \$9.20                 |   | Red Reunion Hat                   | 700                         | \$6.50     |
|                      | 2008                         | Boat Tote Bag           | 700                    | \$14.00   | Black/Red Cornell Sunglasses      | 700                         | \$1.90     |
| 2013                 |                              | Red Leather Luggage Tag | 1000                   | \$1.60  | 2014                              | Red Metal Wine Cup w/ Lid   | 1000       |
| CUGALA               | Rainbow Umbrella             | 100                     | \$13.21                |   |                                   |                             |            |

# Souvenir Guidelines

## Definition of approval

You will be asked to provide us with details about your souvenirs, and to apply for and obtain an approval form for the use of artwork on your souvenirs.

**NOTE:** Approval is not for your logo nor for your choice of souvenir; it is for the use of the artwork on the souvenir related to the use of the Cornell name or marks. This means that even if your logo is the same or nearly identical to your logo from five years ago, you still need to obtain approval for the use of the design on the particular items you are ordering and only for distribution at your Reunion.

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## Applying for approval

You must complete one online form per vendor. If you are using only one vendor, all your items can be submitted on a single form. We will need to know:

- The quantity per item
- The approximate cost including set-up and shipping (if over \$25,000 you will need to send it out for bid if you do not use one of the 11 preferred vendors. Business Services will assist with this process.)
- The vendor name, mailing address, email address, and the phone number.
- Whether or not the vendor is licensed with Cornell. (See the next paragraph for more details.)
- You must also submit a picture of each item. This can be a sketch from the vendor, a picture printed from their web site, or an image file (JPG, etc.). We can't process your request without all this information.

Requests can be submitted using the online form found here: <https://apps.univcomm.cornell.edu/brand-forms/forms/artwork.html>

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## Vendors

We have provided you with a printed list of Cornell's approved vendors for souvenir products (see next pages). It is required that only licensed vendors are used; however, the University has allowed our office to authorize a one-time exception. If you prefer to use a local, reputable vendor or a classmate, they can be granted a one-time exemption.

If a non-licensed vendor inquires about becoming an approved vendor through Cornell, please ask them to contact Kyle Kubick, in University Relations– [kak243@cornell.edu](mailto:kak243@cornell.edu) – so the process and purpose can be discussed directly with them. Likewise, if your vendor does not appear on the approved vendor list but claims to be currently licensed with Cornell, have them contact Kyle Kubick at [kak243@cornell.edu](mailto:kak243@cornell.edu) or ask them to visit the Cornell brand website at <https://apps.univcomm.cornell.edu/brand-forms/forms/>.

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## Legalities

Reunion souvenirs are not “giveaways”. Attendees “purchase” a souvenir as part of their package price. Also, additional souvenirs may be sold during Reunion if you have a more than adequate stock. It is because of this that trademarking is particularly important.

If you are confident that you'll have extra souvenirs, you can offer to sell additional souvenirs to classmates. You must sell them at cost or below in order to avoid having to deal with sales tax. You can, however, lower the price per item a bit, or offer a “buy one get one half price” deal.

If you want to produce something that contains photos or audio/visual recordings that are or may be copyrighted, please speak directly with your Reunion contact in Alumni Affairs before proceeding. They can tell you what can and can't be done, and can help guide you through the production process.

### **Timeliness**

We strongly suggest deciding on your vendor(s), if not before, soon after receiving the souvenir update worksheet in January. Although you may not have made final decisions on items and quantity by the time that update is due, you should have at least discussed the items you are considering with your vendor(s) by then, so that they can give you a time frame needed for ordering. If an item is being produced internationally, for example, the vendor may need extra time to receive and finalize the order. Better early than too late!

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### **Other tips**

- Get quotes in writing! There will likely be additional costs, such as set- up fees and shipping. You'll need all this information to budget appropriately.
- Consider where your souvenirs will be shipped/stored before Reunion. Some local vendors offer storage, and you might have a local classmate willing to help.
- The more specialization you request from the vendor, the higher the cost will likely be. Also, sized souvenirs can create complications. If you order sized souvenirs, carefully consider the fit and order plenty in each size.
- If you are interested in shopping around for the best price, Business Services will assist with this process, even if the cost will come in under \$25,000 (which may necessitate the bid process.)
- Consider that several of your classmates will be traveling by plane and will need to take one or more souvenirs on the plane.
- Classes that anticipate having many children may want to consider purchasing a reasonable child souvenir.
- One or two souvenirs are preferable. It is better to have one nice item than five trinkets!
- Souvenirs are a fixed cost in your budget. Order one per adult at the top range of expected attendance, but do not order 100+ beyond that top number hoping you'll break a record. You can lose money quickly that way!
- Once you decide on your anticipated souvenir cost (during budget preparation in December), stick to it! If it ultimately costs less than anticipated you can use the additional dollars for your cushion, or lower your fees.

| Reunion 2020 Souvenir Preferred Vendors               |                  |                         |  |   |   |                    |
|---|------------------|-------------------------|--|---|---|--------------------|
| VENDOR NAME   | CONTACT          | PHONE                   | ADDRESS  | EMAIL   | ONLINE  | SPECIALTY          |
| Adminders   | Janet Keefe      | 607-533-7700            | 4 Dandyview Heights<br>Lansing, NY 14882                 | janet@adminders.com   | www.adminders.com                             | Promo &<br>Apparel |
| Bear Necessities                                      | Victor Cheung    | 607-272-4319            | 413 College Avenue<br>Ithaca, NY 14850                   | sales@bearnecessitiesonline.com                               | www.bearnecessitiesonline.com                 | Apparel            |
| Cayuga Xpress   | Barney Schug     | 607-257-2963            | 1650 Hanshaw Road<br>Ithaca, NY 14850                    | barneys@cayugaxpress.com                                      | cayugaxpress.com                              | Promo &<br>Apparel |
| Cooley Group, Inc.                                    | Kevin Hunter     | 800-367-6716            | 6700 Kirkville Road East<br>Syracuse, NY 13057           | khunter@cooleybrand.com                                       | www.cooleybrand.com                           | Promo &<br>Apparel |
| Custom Source Marketing &<br>Design                   | Racie Blewitt    | 908-287-2650            | 133 South Main Street<br>Suite 200<br>Milltown, NJ 08850 | csm.sales@customsourcemkg.com<br>rblewitt@customsourcemkg.com | www.customsourcemkg.com                       | Promo &<br>Apparel |
| Image Packaging                                       | Margaret Thoma   | 800-793-2095<br>ext 102 | 231 West Water Street<br>Suite 101<br>Elmira, NY 14901   | mmt@imagepackaging.com  | imagepackaging.com                            | Promo &<br>Apparel |
| Proforma (S & D Ventures)                             | Damian Giordano  | 315-263-8180            | 8195 Cazenovia Road<br>Suite 33<br>Manlius, NY 13104     | damian.giordano@proforma.com                                  | cornell.espwebsite.com<br>www.proforma.com/sm | Promo &<br>Apparel |
| PSP Unlimited<br>(J. Gould's Perfect Screen Printers) | Barry Leonard    | 607-272-0099            | 245 Cherry Street<br>Ithaca, NY 14850                    | barry@pspunlimited.com  | www.pspunlimited.com                          | Apparel            |
| The Cornell Store                                     | James Best       | 800-624-4080            | 135 Ho Plaza<br>Ithaca, NY 14850                         | jfb288@cornell.edu  | www.cornellstore.com                          | Promo &<br>Apparel |
| Total Promotions                                      | Scott Kinzelberg | 847-831-9500            | 1340 Old Skokie Road<br>Highland Park, IL 60035          | scott@totalpromote.com  | www.TotalPromote.com                          | Promo &<br>Apparel |

# Rental Equipment

## CLASSES AND GROUPS PAY FOR:

## \*2019 PRICES

Basic audio visual/sound equipment not related to presidential visits.  
Systems priced without technician.....\$300.00

40" or 50" Flat screen tv (your hq may already have this.  
Please check with your housing contact.).....\$150.00

Ipod stereo .....\$150.00

Megaphone.....\$15.45

Balloons/packages of approximately 100 .....\$11.66

Popcorn machine .....\$99.52

Popcorn (serves approximately 250 people).....\$72.95

Fill n chill ice table .....\$29.00

Cotton candy machine .....\$49.00

Frozen drink machine .....\$89.00

Cocktail tables (30 inch high) .....\$10.12

Cocktail tables (30 inch low).....\$8.74

Umbrella table.....\$44.35

Farm table .....\$79.00

Wine barrel table .....\$30.00

Dance floor (per 3x3 square - marbled or parquet).....\$17.22  
(Total usually \$1000 - \$1500)

Freezer (your hq may already have this.  
Please check with your housing contact.).....\$85.00

Mini refrigerator .....\$30.00

Refrigerator (your hq may already have this. please check with your housing contact).....\$85.00

Vinyl table covers .....\$4.40

Cloth table covers, 120 " Round Linens.....\$12.99

Cloth table covers, 60 X120 (fits 6 foot rectangular table).....\$8.99

Keurig coffee .....\$39.00

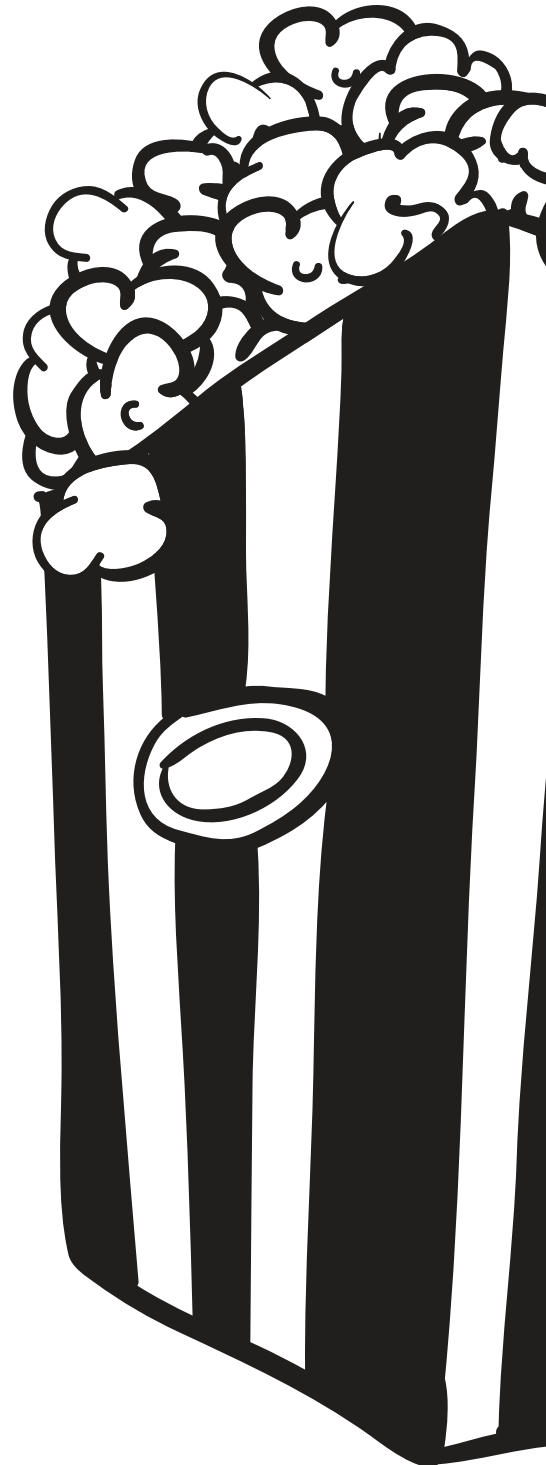
Coffee makers .....\$34.14

\*The 2019 prices listed above are subject to increase and do not include the delivery charge

## CLASS PROGRAMS PAYS FOR:

Work with your class contact to find out how many of each item will be allotted to your group.

|                   |  |
|-------------------|--|
| Booster seats     | Trash cans                                     |
| Tables and chairs | Refrigerators (if one is not available at hqs) |
| Pack and play     | Sound systems (for presidential visits)        |
| High chairs       | Wheelchairs                                    |
| Ice tubs          | Easels   |





# Headquarters Supply Checklist

## (Supplied by Class Programs)

### SUPPLY BOX

Binder clips  
Black Sharpies  
Blue tape  
Bottle opener  
Cash box  
Cork screw  
First aid kit  
Glue sticks  
Paper clips  
Pens  
Post-its  
Pushpins/tacks  
Ream of paper  
Receipt books  
Rubber bands  
Ruler  
Scissors  
Scotch tape  
Stapler and staples  
Surge protector  
Swipe machine tape  
Twine / string

### OTHER

Cell phone  
Class banner(s)  
Class buttons  
Desk phone  
Easels  
Envelopes – 9 X 12 (if requested)  
HQ notebook  
Ice tubs  
Labels (if requested)  
Swipe machine  
Traffic cones

### **Ithaca locations for printing/copying:**

#### Kinko's

607-272-0202  
605 West State Street

#### Gnomon Copy

607-273-3333 through Friday (NOT open on Saturday)  
723 S. Meadow Street

### **Where to purchase office supplies and other miscellaneous items:**

Best Buy at Ithaca Mall  
Kinney Drugs on North Triphammer Rd.  
Staples on Route 13  
Target at Ithaca Mall  
The Cornell Store on Ho Plaza  
Wal-Mart on Route 13

## Beverage and Food Consumption for Reunion 2019

| YEAR/GROUP | * HQ ADULTS | # SODA/FLAVORED WATER CASES | SODA COST (INCLUDES PLASTIC CUPS AND DEPOSIT) | # JUICE/ICE-TEA CASES | JUICE COST | # BIG RED AND BLIZZARD WATER CASES | BIG RED AND BLIZZARD BOTTLED WATER COST | # BLIZZARD WATER JUGS | BLIZZARD WATER JUG COST | # BEER CASES | BEER COST (INCLUDES PLASTIC CUPS AND DEPOSIT) | # ICE BAGS | TOTAL ICE COST | # WINE CASES | WINE COST  | SIGNIFICANT FOOD - (INCLUDES DELIVERY CHARGES) | TOTAL FOOD AND BEV COST |
|------------|-------------|-----------------------------|---|-----------------------|------------|------------------------------------|---|-----------------------|-------------------------|--------------|---|------------|----------------|--------------|------------|--|-------------------------|
| '59        | 242         | 5                           | \$60.90                                       | 0                     | \$0.00     | 15                                 | \$93.85                                 | 2                     | \$6.98                  | 4            | \$107.85                                      | 9          | \$72.00        | 8            | \$974.00   | \$114.10                                       | \$1,429.68              |
| '64        | 118         | 3                           | \$40.98                                       | 2                     | \$20.58    | 0                                  | \$0.00                                  | 4                     | \$13.96                 | 3            | \$79.45                                       | 6          | \$48.00        | 6            | \$852.64   | \$310.84                                       | \$1,366.45              |
| '69        | 493         | 16                          | \$218.06                                      | 4                     | \$41.16    | 24                                 | \$239.00                                | 0                     | \$0.00                  | 5            | \$18.00                                       | 10         | \$80.00        | 7            | \$724.00   | \$681.42                                       | \$2,001.64              |
| '74        | 320         | 15                          | \$223.04                                      | 5                     | \$56.40    | 4                                  | \$13.16                                 | 8                     | \$27.92                 | 16           | \$458.00                                      | 8          | \$64.00        | 17           | \$2,383.44 | \$492.31                                       | \$3,718.27              |
| '79        | 440         | 9                           | \$152.24                                      | 2                     | \$20.58    | 12                                 | \$122.00                                | 9                     | \$29.21                 | 11           | \$317.40                                      | 13         | \$104.00       | 7            | \$724.00   | \$546.92                                       | \$2,016.35              |
| '84        | 229         | 0                           | \$0.00  | 0                     | \$0.00     | 20                                 | \$48.75                                 | 3                     | \$10.47                 | 6            | \$174.40                                      | 15         | \$120.00       | 12           | \$1,562.00 | \$300.46                                       | \$2,216.08              |
| '89        | 480         | 16                          | \$269.80                                      | 0                     | \$0.00     | 40                                 | \$395.00                                | 3                     | \$10.47                 | 26           | \$803.10                                      | 14         | \$112.00       | 11           | \$1,032.96 | \$662.23                                       | \$3,285.56              |
| '94        | 537         | 33                          | \$428.46                                      | 15                    | \$159.30   | 33                                 | \$92.12                                 | 7                     | \$24.43                 | 26           | \$820.80                                      | 25         | \$200.00       | 10           | \$1,094.00 | \$883.64                                       | \$3,702.75              |
| '99        | 518         | 20                          | \$321.02                                      | 18                    | \$197.10   | 0                                  | \$0.00                                  | 16                    | \$55.84                 | 30           | \$922.85                                      | 22         | \$176.00       | 23           | \$2,603.36 | \$883.51                                       | \$5,159.68              |
| '04        | 213         | 11                          | \$147.78                                      | 9                     | \$97.56    | 11                                 | \$36.19                                 | 9                     | \$29.21                 | 18           | \$766.55                                      | 15         | \$120.00       | 12           | \$1,488.32 | \$1,093.43                                     | \$3,779.04              |
| '09        | 585         | 33                          | \$525.30                                      | 20                    | \$219.66   | 80                                 | \$785.00                                | 7                     | \$22.72                 | 77           | \$2,409.34                                    | 23         | \$184.00       | 42           | \$4,640.95 | \$1,721.30                                     | \$10,508.27             |
| '14        | 1081        | 42                          | \$558.38                                      | 16                    | \$126.45   | 0                                  | \$0.00                                  | 20                    | \$64.91                 | 206          | \$2,758.16                                    | 21         | \$168.00       | 23           | \$2,251.26 | \$798.96                                       | \$6,726.12              |
| CRC        | 60          | 8                           | \$98.16                                       | 0                     | \$0.00     | 4                                  | \$13.16                                 | 0                     | \$0.00                  | 4            | \$124.35                                      | 5          | \$40.00        | 1            | \$140.00   | \$113.73                                       | \$529.40                |

# Welcome Materials and Information

## WHAT CLASS & REUNION PROGRAMS PROVIDES:

- 9 x 12 white envelopes (*if requested– may use your souvenir bag if offering one*)
- Reunion Activities & Events Guide with transportation insert (*shuttle bus route, accessibility transport information*)
- University post-Reunion survey forms (*'45 – '70 only*)
- University-sponsored event & policy information posters
- College/unit program and event communications (*as provided to Alumni Affairs*)
- Deceased classmates list (*11x17 poster*)
- Proposed slate of class officers (*11x17 poster*)
- Class/group Reunion buttons

## WHAT CLASSES CAN CONSIDER PROVIDING

- Class-specific Reunion schedule
- Welcome letter
- Clerk bios
- Lists of registrants who have arrived (database reports)
- Class officer information (class meeting, 8.5 X 11 slate of new officers, etc.)

## Reunion 2019 Arrival Times Expected vs. Actual

|                          | 5th Reunion |        | 10th Reunion |        | 15th Reunion |        | 20th Reunion |        | 25th Reunion |        | 30th Reunion |        | 35th Reunion |        | 40th Reunion |        | 45th Reunion |        |
|--------------------------|-------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|
|                          | Expected    | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual |
| Thursday lunchtime       | 213         | 0      | 82           | 0      | 34           | 0      | 53           | 5      | 59           | 11     | 49           | 0      | 30           | 0      | 44           | 0      | 43           | 0      |
| Thursday after lunch     | 157         | 18     | 84           | 11     | 44           | 9      | 73           | 18     | 75           | 11     | 79           | 13     | 33           | 10     | 81           | 22     | 72           | 25     |
| Thursday dinnertime      | 150         | 141    | 65           | 72     | 13           | 32     | 54           | 47     | 52           | 74     | 58           | 53     | 18           | 47     | 14           | 89     | 38           | 63     |
| Thursday after dinner    | 195         | 409    | 73           | 198    | 7            | 45     | 36           | 105    | 40           | 107    | 38           | 125    | 28           | 52     | 49           | 71     | 17           | 93     |
| Friday breakfast         | 36          | 0      | 33           | 0      | 9            | 0      | 20           | 0      | 6            | 0      | 6            | 0      | 6            | 0      | 3            | 0      | 2            | 0      |
| Friday after breakfast   | 75          | 0      | 39           | 1      | 11           | 0      | 41           | 0      | 60           | 0      | 30           | 0      | 8            | 0      | 32           | 0      | 3            | 2      |
| Friday lunchtime         | 55          | 63     | 49           | 23     | 30           | 4      | 113          | 24     | 103          | 13     | 72           | 18     | 18           | 7      | 30           | 9      | 9            | 12     |
| Friday after lunch       | 63          | 96     | 71           | 38     | 48           | 13     | 146          | 88     | 148          | 71     | 106          | 66     | 42           | 7      | 94           | 54     | 61           | 31     |
| Friday dinnertime        | 69          | 115    | 71           | 95     | 30           | 56     | 80           | 181    | 70           | 190    | 36           | 130    | 13           | 57     | 16           | 113    | 30           | 46     |
| Friday after dinner      | 61          | 78     | 23           | 69     | 9            | 41     | 42           | 119    | 87           | 101    | 44           | 81     | 30           | 31     | 19           | 35     | 13           | 17     |
| Saturday breakfast       | 9           | 0      | 12           | 0      | 6            | 0      | 7            | 0      | 9            | 0      | 14           | 0      | 0            | 0      | 9            | 0      | 8            | 0      |
| Saturday after breakfast | 2           | 0      | 3            | 0      | 0            | 10     | 12           | 0      | 12           | 0      | 7            | 0      | 7            | 0      | 23           | 0      | 3            | 0      |
| Saturday lunchtime       | 4           | 5      | 1            | 2      | 2            | 4      | 8            | 18     | 6            | 20     | 0            | 3      | 1            | 1      | 8            | 7      | 6            | 5      |
| Saturday after lunch     | 2           | 25     | 0            | 5      | 3            | 18     | 8            | 29     | 4            | 32     | 3            | 35     | 1            | 4      | 3            | 21     | 2            | 12     |
| Saturday dinnertime      | 0           | 12     | 1            | 20     | 0            | 8      | 5            | 17     | 1            | 12     | 5            | 8      | 1            | 2      | 3            | 10     | 4            | 2      |
| Saturday after dinner    | 1           | 5      | 2            | 6      | 0            | 0      | 3            | 1      | 2            | 2      | 0            | 1      | 1            | 0      | 0            | 1      | 0            | 0      |

|                          | 50th Reunion |        | 55th Reunion |        | 60th Reunion |        | 65th Reunion |        | 70th Reunion |        | 75th Reunion |        | Reunion Club (CRC) |        | Non-Reunion Year |        |
|--------------------------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------|--------|--------------------|--------|------------------|--------|
|                          | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected     | Actual | Expected           | Actual | Expected         | Actual |
| Thursday lunchtime       | 92           | 0      | 25           | 0      | 75           | 0      | 23           | 0      | 19           | 0      | 6            | 0      | 11                 | 0      | 17               | 0      |
| Thursday after lunch     | 127          | 40     | 57           | 11     | 76           | 35     | 23           | 3      | 16           | 0      | 6            | 0      | 12                 | 6      | 14               | 3      |
| Thursday dinnertime      | 34           | 194    | 5            | 52     | 21           | 85     | 8            | 35     | 7            | 12     | 2            | 14     | 7                  | 17     | 11               | 23     |
| Thursday after dinner    | 15           | 64     | 9            | 29     | 3            | 51     | 1            | 16     | 0            | 19     | 0            | 0      | 6                  | 15     | 11               | 13     |
| Friday breakfast         | 0            | 0      | 2            | 0      | 4            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 2                  | 0      | 1                | 0      |
| Friday after breakfast   | 44           | 0      | 2            | 0      | 16           | 0      | 3            | 0      | 2            | 0      | 0            | 0      | 2                  | 0      | 3                | 0      |
| Friday lunchtime         | 24           | 12     | 0            | 2      | 18           | 2      | 3            | 1      | 1            | 0      | 0            | 0      | 3                  | 0      | 11               | 0      |
| Friday after lunch       | 61           | 68     | 6            | 2      | 12           | 15     | 4            | 2      | 0            | 1      | 1            | 0      | 0                  | 2      | 19               | 16     |
| Friday dinnertime        | 14           | 66     | 4            | 14     | 3            | 29     | 4            | 10     | 2            | 11     | 0            | 0      | 1                  | 7      | 15               | 45     |
| Friday after dinner      | 16           | 27     | 0            | 0      | 4            | 22     | 0            | 0      | 0            | 4      | 0            | 0      | 2                  | 0      | 11               | 29     |
| Saturday breakfast       | 16           | 0      | 3            | 0      | 0            | 0      | 2            | 0      | 0            | 0      | 0            | 0      | 0                  | 0      | 4                | 0      |
| Saturday after breakfast | 12           | 0      | 4            | 0      | 0            | 0      | 2            | 0      | 0            | 0      | 0            | 0      | 0                  | 0      | 3                | 0      |
| Saturday lunchtime       | 0            | 6      | 0            | 1      | 0            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 0                  | 0      | 3                | 3      |
| Saturday after lunch     | 1            | 8      | 0            | 4      | 0            | 0      | 0            | 3      | 4            | 0      | 0            | 0      | 1                  | 0      | 0                | 3      |
| Saturday dinnertime      | 0            | 7      | 0            | 1      | 0            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 0                  | 2      | 0                | 132    |
| Saturday after dinner    | 0            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 0            | 0      | 0                  | 0      | 0                | 2      |

# Check Out at Tatkon on Sunday BEFORE 2:00 PM

## Reunion Chairs

### Accounting with Kathy Davis

*Tatkon PCCW Room (first room on the left)*

- Cash, Credit Card & Check Envelopes, and deposit summary sheets
- Clerk Bonus (Tip) Sheets – filled out and signed by chairs
- Credit Card Sheets  
*only if you used spare swipe machine or transaction did not go through*
- Payment request forms
- All receipts for purchased items
- Hold harmless forms
- Swipe machine with duplex jack cord and extra rolls of paper

### Other Responsibilities

- Sign clerk time cards
- Turn in building keys (master key, secure storage keys, etc.)  
*North: RPCC*  
*West: Alice Cook*

### Throw Away

- Posters
- Extra Flyers

### Leave in Headquarters Secure Storage

- TVs, DVDs, stereos, etc.
- Water jugs and coolers
- All beer **EXCEPT** Ithaca Beer

### Leave in Headquarters

- Big Blue Facility (FAC) Tubs
- Computers and printers
- Taylor rental items  
*pack & plays; high chairs, popcorn machines, etc.*

### Consider Donating

*Friendship Donations Network*  
*Reference guide in HQ Notebook*

- Decorations
- Juice, bottled water (no soda)
- Food
- Foam board signage
- Paper products, cups
- Class specific lanyards
- Food supplies  
*trays, containers*
- Hand sanitizer

## Clerks

### Return to Tatkon Tang Room

*Pack in plastic tubs*

- HQ notebooks
- First aid box
- Cell phone with charger in the original box
- Class banner(s)
- HQ desk phone
- HQ supply tote (clear plastic box)
- Sample souvenir (one of each of your class souvenirs)
- Miscellaneous items  
*extra reams of paper, Activities & Events booklets, buttons, envelopes*

### Return to Tatkon Advisory Room

- Full unopened cases** of wine and Ithaca Beer

### Return to Tatkon Loading Zone

*Outside Tatkon in pull off area*

- Easels
- Traffic cones
- Extra plastic tubs
- Step stools
- Wheel chairs
- Alumni Affairs Blue** Ice tubs (they are labelled) – *Please only bring ice tubs that were **provided by Alumni Affairs** – check your rental sheet*

### Van Inspection

*Outside Tatkon in pull off area*

- Van gets inspected for damage by our staff **BEFORE** being returned





