



REUNION PLANNING GUIDE

FOR COMMITTEES

Reunions are a special time to reconnect with classmates, reminisce about your formative years at Albion College, celebrate your connections with each other and your alma mater, and create new memories.





CELEBRATING – AND CREATING – FONDEST MEMORIES!

Having a committed and enthusiastic reunion planning committee makes a significant impact on the success of your class reunion. Thank you for your interest in planning a fun and engaging experience for your classmates!

Albion College Alumni Engagement offers staff support for the following class reunions, held during Homecoming weekend in the fall: 10th, 20th, 25th, 30th, 40th, 50th, and Golden Brits (60th+).

We look forward to working with you to create a memorable reunion!

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ROLES AND RESPONSIBILITIES

Committee (3-5 volunteers):

- Adhere to College policies and procedures, including the [Volunteer Privacy Agreement](#) and [Volunteer Code of Conduct](#).
- Determine reunion details, including day, time, location, food/beverage, registration cost, and reunion program/activities.
- Draft two committee email invitations to be sent by Institutional Advancement.
- Personally reach out to classmates. Personal connections build excitement and encourage attendance at the reunion.
- Lend your names as committee members on the Homecoming website and in class reunion communications.
- Encourage classmate support of Albion College programs and initiatives.
- Attend committee meetings and complete designated tasks on time.
- Make decisions as a committee by consensus, with the committee chair assisting in final decisions.
- Communicate with the committee chair regarding questions for, or support needed from, Alumni Engagement staff.
- Facilitate a fun and engaging reunion for all classmate attendees.
- Provide classmate names for photo captions.
- Share feedback / debrief post-event.

Committee Chair:

- Serve as the direct point of contact with Alumni Engagement staff on behalf of the committee.
- Work with committee members to determine day and time for committee meetings and work with Alumni Engagement staff to send calendar invitations.
- Assist in consensus-based decision making.
- Serve as the project management hub and follow up with committee members on their assigned tasks, as relevant.
- Work with Alumni Engagement staff to coordinate payment to venues and vendors.

Alumni Engagement Staff:

- Communicate to alumni about Homecoming dates and logistics via website, email, and postal mail.
- Provide resources for committee decisions about reunion details.
- Establish a standing Zoom link for each committee. Work with committee chairs to schedule one-hour committee Zoom meetings.
- Provide each committee with a list of classmate names for reference during organic outreach.
- Work with committee chair to coordinate payment to venues and vendors.
- Build and promote Homecoming and reunion registration.
- Provide registration updates to the committee chair every other week.
- Work with committee chair or designee on class-specific outreach: two emails from the committee, two emails from IA (reunion registration reminders), plus mailed letters for 50th and Golden Brits.
- Provide a final registration list to the committee prior to the event.
- Provide items for the event: name tags, Albion College decorations, and swag prizes.
- Arrange for a photographer to capture photos during Homecoming, including reunion gatherings.



TIMELINE

[Homecoming Communications](#)

Post-Homecoming Event recap, including a feature of that year's reunions and a plug for the following year's reunion classes

December

By 1st Homecoming date for upcoming year set and posted on the website

January, February, March

Call for reunion volunteers (Britonline, email)

April

1 Deadline for alumni to express interest in serving on a reunion committee

Mid-Month [Purple & Gold Weekend](#) on campus - a good time to reconnect with classmates and discuss your upcoming reunion!

By 30th First reunion committee meeting complete

May

By 31st Second reunion committee meeting complete
Day/time/location of reunion determined

June

6 Final committee edits to class outreach communications due

15 Reunion registration open

20 Alumni Engagement sends first committee outreach to classes with reunion details (email to all + letter for 50th and Golden Brits)

July

21 Alumni Engagement sends second committee outreach to classmates with reunion details (email)

August

10 Homecoming weekend registration open including Hall of Fame, lunch, t-shirts, alumni athletics games/meetups

By 15th Third reunion committee meeting complete

September

1 Alumni Engagement sends "don't forget to register for your reunion" email from the College

26 Alumni Engagement sends "last chance to register for your reunion" email from the College

October

By 3rd Fourth reunion committee meeting complete (pre-event prep)

22 Committee chair provide edits to post-event communication to classmates, including photos and captions

By 27th Alumni Engagement sends recap emails: to reunion classes + Homecoming weekend recap to build excitement for next year



COMMITTEE CHECKLIST

Email alumniengagement@albion.edu by April 1 with committee interest.

Sign [Volunteer Privacy Agreement](#) and [Volunteer Code of Conduct](#).

First committee meeting - by April 30

- Determine committee chair.

- Discuss and agree upon your goals for your reunion gathering. [Worksheet](#)

- Discuss committee plan for outreach to fellow classmates to build excitement. [Classmate Outreach](#)

- Assign committee member(s) for outreach to potential venues (report to chair).

- [Venues and Vendors](#)

Make sure to book your hotel rooms early! [Lodging and Logistics](#)

Second committee meeting - by May 31

- Discuss venue options and make a consensus decision on first choice. You might also identify a second choice as a back-up.

- Discuss the general flow of your reunion program. Determine what additional resources you might need, if applicable.

- Check in on progress: classmate outreach.

- Review class-wide communication outreach templates and provide edits to Alumni Engagement no later than June 6. [Outreach Templates](#)

Third committee meeting - by Aug. 15

- Check in on registration to date.

- Review the reunion activity plan and assign committee member(s) for any remaining tasks.

- [Reunion Program Worksheet](#)

- Communicate via committee chair to Alumni Engagement on items or support needed.

Fourth committee meeting - by Oct. 3

- Pre-event check in: registration list, final event details

- Make a plan for committee meet-up/communication during Homecoming weekend and who is in charge of what.

Reunion!

- Help to facilitate interactions during the reunion / weekend.

- Take photos! Designate a committee member to provide names for captions.

Post-Reunion

- Provide feedback via post-event survey.

- Committee chair provides edits to post-event class communication.

- [Outreach Templates](#)



TIPS AND IDEAS

Alumni Award Nominations

Nominations for the Distinguished Alumni Award, Young Alumni Award, and James L. Curtis '44 Alumni Leadership Award are due on October 31 each year, with the award ceremony during Purple & Gold Weekend in mid-April. As you reconnect with classmates, consider if there are alumni that you would like to nominate for an award to recognize their accomplishments. Members of the Alumni Board can provide support on how to compile an effective nomination packet. More info: albion.edu/alumni-awards.

Reunion Activities

Campus Tours

If you would like to schedule a group campus tour with a student tour guide as part of your weekend reunion activities, please email admissions@albion.edu to request and schedule.

Remembrance of Classmates

We will share a list with the committee of classmates who have passed, for your reference if you would like to honor them during your reunion. For example, classes in the past have designed a document in remembrance of classmates who have passed and framed this to put on display at their reunion.

Yearbooks

You might consider utilizing your yearbook for your reunion! Have a few copies out during the reunion, arrange an activity with the yearbooks, or scan photos for displays. The reunion planning committee is responsible for any yearbook-related projects. Use your yearbooks in creative ways!

Resource: [Albion College Archives](#)

Classmate Outreach

Personal outreach to classmates from committee members contributes significantly toward the success of promoting your event and encouraging registration/attendance. Alumni Engagement staff will provide a list of names of your classmates to the committee, for name recognition and to identify committee members who can reach out to specific classmates. Consider connections through Albion College involvements, such as academic programs, extracurricular activities, student organizations, athletics, and greek life.

Members of the Alumni Board are available as a resource if you would like to brainstorm methods for classmate outreach.

Resource: [Alumni Directory](#)

Facebook / LinkedIn

Past classes have found success through creating a Facebook group for their class reunion, creating a cadence of posts leading up to the reunion with photos and memories to build excitement for your gathering.

You can search for Albion College alumni on LinkedIn via the [school's page](#).



BUDGET AND EXPENSES

Venue

The College will provide venue space (on-campus) or cover the cost of a reunion venue, up to \$750 per reunion. All payments must be made through the College - we will not reimburse volunteers for out-of-pocket expenses.

Food and Beverages

The cost of catered or on-site food and beverages should be transferred to the reunion registration fee. Some venues may offer a cash bar option if that is preferred over including alcohol cost in the registration fee.

For classes hosting reunion tailgates: if the committee wishes to offer food and drinks – instead of or in supplement to “BYOB” – this cost must be transferred to a reunion registration fee, unless a classmate/ classmates are willing to provide these items as their contribution to the reunion. The College will not reimburse volunteers for out-of-pocket expenses.

Rentals

Tents

The College will provide rented tents (via [Party Time Events](#) in Marshall) for outdoor reunions, such as tailgates. The standard size for reunion tents is 20’x20’, which will hold up to 40 people standing. Staked tents will be set up in the grass and are located on the east side of Ferguson Hall (right next to the parking lot). Discuss with Alumni Engagement by June 30 if the size of your group will require a larger tent.

Rental Activities or Entertainment

Reunion committees are responsible for identifying any additional rental items or hired entertainment, including but not limited to: activities such as inflatables or rental games, DJs, band, or dance floor. Any 3rd party vendors must be approved by the College, with contracts reviewed by the Business Office. All information on desired additional vendors must be requested by the committee chair to Alumni Engagement staff no later than June 30 to allow time for contract review and deposit. The cost of additional rentals or entertainment must be included in the reunion registration cost, unless a classmate is willing to sponsor all or part of the cost.



POLICIES AND PROCEDURES

Volunteer Privacy Agreement / Volunteer Code of Conduct

All volunteers are required to read, sign, and adhere to the [Volunteer Privacy Agreement](#) and [Volunteer Code of Conduct](#).

Alumni Contact Information

In accordance with federal spam regulations and the College's commitment to protecting the privacy of our alumni, the College does not provide alumni contact lists to volunteers. We will provide a list of names of classmates to the reunion planning committee, to assist in name recognition for individual outreach. Compiling a reunion committee with classmates with diverse connections and Albion College involvement will assist greatly in having broad organic outreach to complement official communications from the College.

Resource: [Alumni Directory](#)

Deadline for Reunion Committees

If a reunion-eligible class does not have any volunteers for a planning committee by the listed deadline, a staff-supported reunion will not be planned for that class year. Classes or groups wishing to coordinate a casual meet-up during Homecoming can sign up for a tailgate spot (with listing on the Homecoming schedule; no tent provided) by Sept. 15 or claim a tailgate spot day-of on a first-come, first-served basis.



SAMPLE HOMECOMING WEEKEND SCHEDULE

To help your committee decide on the day and time for your class reunion, below are the standard schedule items for Homecoming each year.

Friday

5:30 – 9 p.m.

Athletic Hall of Fame

Celebrating that year's induction class. All are welcome to register/attend.

Saturday

8:30 a.m. – 2 p.m.

Welcome Tent open

10 a.m. – 2 p.m.

Kids Tent open

Located near the Ferguson tailgates and lunch tent, with activities for kids of all ages.

9 a.m. – 6 p.m.

Tailgating open

Most tailgate groups are active from about 10 a.m. until the football game.

11 a.m.

Tailgate Competition

Prizes for best food, best drink, and most school spirit!

10 a.m. – Noon

Departmental Open Houses

Pleiad, academic departments and institutes

Mid-Morning –
Early Afternoon

Greek Open Houses

11:30 a.m. – 1:30 p.m.

Lunch Tent open

12:45 p.m.

Homecoming photo

All Homecoming attendees gather for a large group photo, as well as a photo of all reunion attendees.

Early Afternoon

Football game

Games typically have a Noon or 1 p.m. start time.

Afternoon

Women's and/or Men's Soccer

7:30 p.m.

Homecoming Concert at Goodrich



REUNION PROGRAM WORKSHEET

Resource: [Discussion questions for goal setting](#)

Class year:

Committee members:
(name, email, phone)

Reunion date/time:

Reunion location:
(venue name, contact info)

Target # of attendees:

Meal type:
(appetizers, dinner, buffet, plated)

Drinks:
(hosted bar incl. in registration cost,
cash bar, BYOB (tailgate only))

Entertainment:
(background music, DJ, band, none)

Is AV equipment needed?

Room setup:

Speakers:
(committee chair/members,
faculty/staff, other)

Celebration activities:
(class gift, prizes, other)

Expenses :
(Incl. food, drink, entertainment,
rentals, supplies)

Cost per person for registration:

Other notes/important details:



VENUES AND VENDORS

Event Type Options

- Friday evening: dinner or happy hour meet-up
- Tailgate Saturday morning
- Meet-up spot in the lunch tent on Saturday
- Brunch/lunch on Saturday
- Saturday evening: happy hour or dinner

Location Options

See below as an initial guide for space options. [This resource](#) has a live document with up-to-date venue options.

On Campus

Other than tailgate “bring your own,” all on-campus locations must use [Metz Catering](#) for food (buffet-style) and drinks. The default for Metz beverages is a staff-hosted bar with poured beer and wine along with non-alcoholic options.

- **Tailgate:** Tent near Ferguson tailgate (provided by the College). “Bring your own” for food and beverage, or classmate(s) sponsor a few food/beverage options. Possibility for catered food from Metz. Consider participating in the tailgate competition (Best Food, Best Drink, Most Spirit)!
- **The Keller:** Side room in Lower Baldwin. Capacity up to 75.
- **Seely-Berkey House:** College-owned house on Michigan Ave, former bed and breakfast. Capacity up to 50.
- **Wendell Will Room (Stockwell-Mudd Library):** Long tables with capacity up to 50.
- **Science Atrium:** Open space conducive to a dance floor! Capacity up to 175 seated, recommended only for large groups.
- **Upper Baldwin (Sat. only):** Large space, recommended only for large groups. Capacity up to 200.

Off Campus

- **[Schuler's](#) (Marshall):** Two private room options: the Signature Room, which accommodates up to 45 guests, and the Heritage Room which has a full capacity up to 140 or partitioned off Heritage East hold up to 40 guests. Buffet or plated dinner with limited menu. Full bar available.
- **[Venue 19 Zero 9](#) (Marshall):** A brand new banquet facility as an extension of Schuler's with capacity for up to 250 seated guests.
- **[Galazio](#) (Albion):** Option for a Friday evening meet-up dinner. Possible for private event rental of full space for Saturday. Capacity up to 65. Space for a band or DJ. Buffet or plated dinner. Full bar available.
- **[Medalist Golf Club](#) (Marshall):** Indoor space, or permanent tent event space for a large group with capacity up to 300.
- **[Courtyard Marriott](#) (Albion):** Conference room with capacity up to 75 and flexible room layout options. Food available through Courtyard or outside catering (Metz through Albion College is an option). Full bar available.
- **[Duck Lake Country Club](#) (Albion):** Dining/banquet room. Buffet or plated food options. Full bar available.
- **Other:** You are welcome to explore other off-campus options, such as restaurants, private events space, or hotels in Albion, Jackson, or Marshall.



OUTREACH TEMPLATES

Class Outreach #1



Class of _____,

We hope this letter finds you well and enjoying all that life has to offer! Can you believe it's been ____ years since we graduated from Albion? We are greatly looking forward to catching up and reminiscing with you at our upcoming ____th reunion at Homecoming, October 17-18.

As we approach this milestone anniversary, we want to invite you to join us for a special weekend of activities and celebration.

Class of ____'s ____th Reunion
[Date and Time]
[Location]

Our gathering will feature _____. If you have any suggestions or questions for the reunion committee, please reach out to any of us. You can register online at albion.edu/homecoming, or contact alumniengagement@albion.edu with questions or for assistance. Please register by September 30 to assist us in our planning.

We look forward to a reunion to remember!

Io Triumphe!

[Committee Chair] [Committee Member] [Committee Member] [Committee Member]

P.S. If you plan on staying overnight, lodging options can be found via the “where to stay” link on the Homecoming website. Note that the Courtyard Marriott books up quickly! If booking online with the Courtyard Marriott, enter code A1758 in the Corp/Promo code box for the 20% off alumni discount.



OUTREACH TEMPLATES

Class Outreach #2



Class of _____,

Our ____th reunion is coming up in three months! We hope you will join us for this special weekend of activities and celebration.

Class of ____'s ____th Reunion
[Date and Time]
[Location]

Our gathering will feature _____. If you have any suggestions or questions for the reunion committee, please reach out to any of us. You can register online at albion.edu/homecoming, or contact alumniengagement@albion.edu with questions or for assistance. Please register by September 30 to assist us in our planning.

We can't wait to see you!

Io Triumphe!

[Committee Chair] [Committee Member] [Committee Member] [Committee Member]

P.S. If you plan on staying overnight, lodging options can be found via the “where to stay” link on the Homecoming website. Note that the Courtyard Marriott books up quickly! If booking online with the Courtyard Marriott, enter code A1758 in the Corp/Promo code box for the 20% off alumni discount.



OUTREACH TEMPLATES

Post-Event



Class of _____,

What a reunion to remember! We had such a great time celebrating and visiting with all who attended. Our weekend included _____. You can view all of the Homecoming weekend photos here!

During the reunion, we shared information about _____. If you would like to support these programs or initiatives, you can give a gift or contact Alumni Engagement with questions.

Thank you, again, to all who helped to make this a reunion to remember. We look forward to seeing you at the next one!

Io Triumphe!

[Committee Chair] [Committee Member] [Committee Member] [Committee Member]



LODGING AND LOGISTICS

Visit our “[Where to Stay](#)” webpage for a listing of recommended lodging options in the Albion, Jackson, Marshall, and surrounding areas.

Courtyard Marriott Albion

Alumni discount code for 20% off regular rate: A1758 (enter in Corp/Promo code under “special rates”). We recommend that you book early! The Courtyard has 75 rooms and they book up early for Homecoming weekend.

Parking

On-campus parking locations are marked on our [campus map](#).

For more information:

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albion.edu/homecoming
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