

## **Mini-Reunion Planning Guide**

The top five areas where your classmates are concentrated are listed on the Home page of your class website on [www.aavc.vassar.edu](http://www.aavc.vassar.edu). (Go to Classes and click "Find Class Sites" to find your class website.)

### **Resources**

AAVC can provide the following resources support for your mini-reunion planning:

- Conference call services that can be used by committees, by appointment
- Mailing services for invitations, registrations (paid for from your treasury)
- Class lists for use by committee that can be sorted by names, regions, cities
- Broadcast email services for announcing mini-reunions
- Online registration for mini-reunion events
- On-site assistance for on-campus mini-reunions

### **Funding Mini-reunions**

Mini-reunions can be subsidized by the class treasury, subsidized by individual classmates, paid for by the attendees, or some combination of all methods. The costs of a mini-reunion will vary depending on the scope of the event, the location, the number of people attending, and many other factors. It is important for your class to work with the treasurer to determine how much of the class treasury can be used for mini-reunions.

### **Miscellaneous**

Past mini-reunions have ranged from cocktail parties held at a classmate's house to three-day extravaganzas in cities in like San Francisco, New York, or Washington DC with elaborate programs and very high level speakers. Most classes plan these events themselves. AAVC can assist with programming when a mini-reunion is held on campus, but a local classmate is your best resource for planning in a specific city.

### **Next Steps**

- Form a committee (or have it be a committee of one)
- Pick a date
- Send a "save the date" notice
- Prepare program
- Send registration notice
- Enjoy your mini-reunion!

### **AAVC Contacts**

Catherine Lunn, Director of Alumnae/i Relations for Programs  
[calunn@vassar.edu](mailto:calunn@vassar.edu)  
845.437.5443

Tiffanie Duncan, Administrative Assistant  
[tiduncan@vassar.edu](mailto:tiduncan@vassar.edu)  
845.437.5440

Diane Hackenbrock, Administrative Assistant  
[dihackenbroc@vassar.edu](mailto:dihackenbroc@vassar.edu)  
845.437.5466