



The **Association**
of Southwestern University Alumni

Class Reunions 2014 Planning Handbook

The Association of Southwestern University Alumni
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General Information

Southwestern University Website
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Website for The Association of Southwestern University Alumni
www.sualumni.net

Thank you

We appreciate your commitment to Southwestern. It is the work of our volunteers who make it possible for more alumni to have a lifelong *Southwestern Experience*. We are here to support you every step of the way to make your time spent with Southwestern enjoyable and meaningful.

Committee Goals

You're probably asking yourself, "Where do we begin?" Establishing a plan of action is a good start. Focus on what you want to accomplish. Here is a list of questions to consider when planning your reunion.

Communication Plan

- What messages should we emphasize to persuade our classmates to attend?
- What are some creative and inexpensive marketing strategies that we could use?
- One key to turning out classmates is to communicate the benefits of attending.
- What are the benefits for our class?

The Reunion Party

- Where will we hold our party?
- What kind of atmosphere do we want to create?
- What is our budget? How much are we anticipating to spend?
- Do we want entertainment? If so, what kind?
- Do we want to make this a family-oriented event?
- Do we want souvenirs to give to our classmates? What about the cost?
- What will make the event memorable?
- Are there any other gatherings or events that we want to host besides the reunion party?

Being together again after 40 years was like an elixir from the fountain of happiness and (yes!) youth. – Sarah Walthall Norris '68

The Reunion Chair

Getting Organized

The Reunion Chair's first task is to organize a strong team and distribute the workload, broadening alumni involvement. Enlist the aid of volunteers who are representative of the diversified interests of the class. It is important that this group be committed, organized, coordinated and informed. It is not necessary for all committee members to be in the Central Texas area, although some jobs will require the ability to visit campus (see "The Reunion Planning Committee" section below). Frequent communication between committee members is essential.

Your specific duties include:

- Serve as a liaison between the committee and the Office of Alumni and Parent Relations.
- Lead your committee in coordinating reunion planning and meetings.
- Contact classmates, contact classmates, contact classmates!
- Finalize and confirm reunion plans with the Office of Alumni and Parent Relations and other University staff.
- Complete a reunion evaluation, which helps Southwestern to improve the reunion program for years to come.

How to recruit and engage the "best" volunteers:

- ⇒ Identify classmates with good volunteer experience.
- ⇒ Recruit "connectors" from your class—alumni who keep in touch with others.
- ⇒ Recruit classmates who represent various connection groups (i.e., Greek organizations, athletic teams, leadership groups, etc.)
- ⇒ Give volunteers a job description.
- ⇒ Try to match volunteers in positions that will interest them.
- ⇒ Recruit volunteers face-to-face or on the telephone if possible.
- ⇒ Involve them in the decision-making process. Keep them connected and engaged.

**I believe we all had a very enjoyable time, and
it was good to catch up with the others.**

- Ann Parr Fancher '50

The Reunion Planning Committee

Involving as many people as possible in reunion planning is beneficial to building enthusiasm for Homecoming and Reunion Weekend. Reunion committee membership provides an opportunity to generate interest in reunions and the general Homecoming program.

Your reunion planning committee can be organized in several ways, but we suggest grouping some of the responsibilities together, based upon the interests and skills of your committee members. Suggestions include:

Communications

All members of the Reunion Planning Committee should encourage classmates to return to campus for Homecoming and Reunion Weekend.

- This entails telephoning, emailing, letter writing and utilizing social networks.
- The Office of Alumni and Parent Relations will supply a list of email addresses and phone numbers of classmates to the committee. Anytime that you want an updated list, please contact the Office of Alumni and Parent Relations. (Please note: This information is also available through the online alumni directory.)
- Consider using various forms of communication: letters, email, phone calls and a Facebook group. Some people will respond to one form more readily than another.
- Assign a member of your committee the responsibility of writing the reunion letter that will be mailed in July.

Party Planning

Most likely, you will involve the entire committee in planning the reunion party. However, the Office of Alumni and Parent Relations requests that you identify one point person who will serve as the primary contact for University Events. That committee member will communicate with **Xan Koonce** '05 from University Events (512-863-1467) on the rental (if applicable) and logistical arrangements for the party. When planning your reunion party, consider the following:

Location: Will the reunion party be on or off campus?

Theme: Will your party have a theme?

Food: Do you want to serve hors d'oeuvres, an informal buffet or a formal dinner for your party?

Beverages: All parties held on campus will be provided complimentary beer and wine. For groups off campus, a contribution of up to \$250 will be made towards alcohol expenses. If that amount is exceeded, drinks must be paid for on a "cash bar" basis. A licensed bartender is required to serve beer and wine. We suggest you provide a selection of soft drinks and water, too. If you are holding your reunion on campus, please remember that large vessels of alcohol are prohibited. If you plan to offer alcohol, please carefully read the University's Alcohol Policy.

Decorating: It is a good idea to assign someone to this task and be sure that they have help at the end of the night packing up all decorations. Don't forget when you arrive, you may be walking into sparsely furnished rooms. Decorations help to create a more festive place for classmates to gather. The Offices of Alumni and Parent Relations and University Events are happy to suggest some inexpensive ways to decorate.

Entertainment: Will there be music, or another form of entertainment provided during the reunion party? This can be something as simple as CDs, a MP3 mix and/or a slideshow.

Keepsakes/Souvenirs/Gifts/Class Mementos: A reunion planning committee may choose to give complimentary reunion souvenirs to classmates. It is recommended that any items given to classmates be low-cost, as these will be factored into the ticket cost. Some low-cost ideas include bookmarks or disks with music from your years at SU.

Budget

The University provides three sources of financial support for class reunions: 1) mailing costs; 2) beer and wine for your reunion party; and 3) supplemental funding for unexpected reunion expenses. Grace Pyka will assist the committee in managing the expenses and balancing the reunion party budget. Here are some tips:

- Assess what items are most important to the success of your event. Cut costs on the “fluff.”
- The best way to determine how much you will need to charge for your reunion party is to add up all your anticipated costs, and divide the remaining amount by the number of people you expect to attend. (Reunion attendance statistics from previous years may be helpful in determining how many of your classmates might attend.) Sales tax must be included, and our staff can help you determine the appropriate sales tax amount.
- We will work with committee members to set a reasonable ticket price that covers the cost of the party based on expected attendance.
- Reunion planning committee members may be reimbursed for pre-approved out-of-pocket expenditures such as decorations and sodas. If those members would like to be reimbursed, they need to submit their original itemized receipts to Grace Pyka (Office of Alumni and Parent Relations) after Homecoming.
- Services should be paid for directly by the Office of Alumni and Parent Relations.

The Role of Southwestern Staff

The Office of Alumni and Parent Relations works year-round to plan Homecoming and Reunion Weekend. Specifically, the staff is responsible for:

Reunion Mailings: In addition to the Homecoming and Reunion Weekend invitation, the Office of Alumni and Parent Relations will send one letter to members of your class. The cost for the mailing is underwritten by the University and will not be deducted from your reunion budget. The committee is responsible for submitting copy for the reunion letter. Some reunion committees decide to contact members of classes by mail before or after the official letter is mailed by Southwestern. If you choose to do this, you will need to deduct those mailing costs from your reunion budget. If you are interested in doing this, please contact Grace Pyka so that we may run those contact lists.

Email Messages: The Office of Alumni and Parent Relations will send targeted email messages to your class as a part of the Homecoming and Reunion Weekend communications plan. Reunion planning committees are asked to draft those messages and forward them to our staff. These messages can also be sent to the classes before and after your class.

Proofing: Before printing or emailing reunion communications, you are encouraged to share the final draft with the Office of Alumni and Parent Relations. Not only do we have professional proofreaders on staff, but we can advise you of any changes or updates to Homecoming information that might be pertinent and/or useful to help make your message effective.

Reunion Website: The Office of Alumni and Parent Relations will create a website for each class reunion. It will include detailed information regarding the reunion party and any other activities pertaining to your celebration.

Making facility and meal arrangements: Xan Koonce with University Events coordinates with physical plant staff, dining services and other University staff to prepare for on-campus events and helps with drawing up contracts and price negotiation for off-campus events.

Providing classmate contact information: The Office of Alumni and Parent Relations will provide class lists with the names, addresses and phone numbers of your reunion classmates. You may request updated lists as needed.

Monitoring reservations: As alumni register online for Homecoming and Reunion Weekend, they may choose to have their names shown on an attendance list that will be viewable on SUAlumni.net. The Alumni and Parent Relations staff will monitor all reservations and keep you updated. Four or five days before Homecoming and Reunion Weekend, the Alumni and Parent Relations staff and the University Events staff will meet to determine guarantee numbers for the caterers. Those decisions are made based on actual reservations and past experience. A staff person will contact the reunion committee and confirm final guarantee numbers.

Name Tags: University staff will provide name tags for everyone who registers for Homecoming and Reunion Weekend.

Support: The Office of Alumni and Parent Relations is here to support your efforts. Call or email us with your questions, concerns or ideas at (800) 960-6363 or alumni@southwestern.edu.

During the Party: Staff will be assigned to help your committee during the party to manage the registration table, hand-out name tags, collect registration fees and provide on-site support.

NOTE: The 50th Reunion will receive memory books and a picture slideshow at their Golden Anniversary Reunion.

Reunion Planning Tips

Planning is the most crucial, time-consuming aspect of organizing your reunion. Below, are some tips to keep in mind as you begin this process:

Organize your committee. The success of any event depends on careful planning. Get committee members involved and delegating the workload early.

On-campus reunion sites are offered to reunion planning committees based off of seniority and first to those in attendance at Volunteer Leadership Weekend.

If you are holding your reunion party off-campus, contact your off-campus reunion site as soon as possible to see if the space is available and that a menu can be provided within your budget. Schedule and confirm your proposed date (Nov. 1 or 2) on their calendar. Once that step is completed, contact Xan Koonce in the Office of University Events, 512-863-1483, so that she may complete a University contract with the vendor.

Confirm menu and determine the total cost of the party by **Friday, May 29, 2014** (refer to "May Reunion Planning Checklist"). The cost for reunion parties will be included in the Homecoming and Reunion Weekend invitation, which will be mailed at the end of August.

**Can you actually go through reunion
withdrawals? What an awesome reunion!**

**It was a pleasure reconnecting and
serving.**

- Gary Clayton '79

Class Reunion Timetable

January

Reunion Committee Recruitment

February

View Reunion Introduction Training Video online

Participate in one of three Reunion Welcome Conference Calls (Week of Feb. 17)

March-May

Communicate with committee regarding reunion location

Chair submits top three choices for reunion location (March 31)

View additional reunion training videos online as needed

May

Committee calls and contacts classmates

Conference call to confirm May checklist items

Submit May reunion planning checklist (May 29)

June

Homecoming and Reunion Weekend website launched

Reunion web pages launched with party details

Committee calls and contacts classmates

Draft of reunion letter due to Office of Alumni and Parent Relations (June 13)

July

Southwestern mails reunion letters (mid July)

Committee calls and contacts classmates

August

Southwestern mails Homecoming and Reunion Weekend invitation

Committee calls to encourage classmates to register

September

Committee calls and contacts to encourage classmates to register

Monitor reservations

Submit September reunion planning checklist (Sept. 19)

October

Committee calls and contacts to encourage classmates to register

Monitor reservations

Pre-registration closes

Finalize party details and assignments

November

Guarantee numbers with caterers

Homecoming and Reunion Weekend (Nov. 7-9)

Submit receipts for pre-approved reimbursements

Sites for Reunion Parties

ON-CAMPUS SITES:

**Connie McNab Room, Red & Charline
McCombs Campus Center**
Capacity: 72 pp (seated); 100 standing reception

**Marsha Shields Room, Red & Charline
McCombs Campus Center**
Capacity: 72 pp (seated); 100 standing reception

**Lynda McCombs Room, Red & Charline
McCombs Campus Center**
Capacity: 72 pp (seated); 100 standing reception

**Mabee Lobby, Charles & Elizabeth Prothro
Center for Lifelong Learning (1st Floor)**
Capacity: 40 pp (seated); 100 standing reception

**Prothro Open Lounge, Charles & Elizabeth
Prothro Center for Lifelong Learning (2nd
Floor)**
Capacity: 27 pp (seated); 75 standing reception

Mood Atrium, Mood-Bridwell Hall (Sat. Only)
Capacity: 75 pp (seated); 100–125 standing
reception

Olin Lobby and Patio, F.W. Olin Building
Capacity: 48 pp (seated); 75 standing reception

Sharon Lord Caskey Community Room
Capacity: 75 pp standing reception

**Caldwell-Carvey Foyer, Alma Thomas Fine
Arts Building**
Capacity: 72 pp (seated); 100-125 standing
reception

**Dorothy Manning Lord Residential Center
Community Room**
Capacity: 35 pp (seated)

**Alumni Center, Roy H. and Lillie Cullen
Building**
Capacity: 75 pp standing reception

OFF-CAMPUS SITES:

Dale's Essenhaus
3900 FM 972
Walburg, TX
Phone: 512-595-2402, 512-819-9175
Room: Outdoor beer garden
Contact: Ann Marie
Rental Charge: No charge
Alcohol: BYO liquor
* They serve beer and wine only.

Hardtails Bar & Grill
1515 N. IH-35
Phone: 512-869-5454
Room: Variety of options are available.
Contact: Monica Woods (General Manager)
Alcohol: Full Bar
Note: Live music indoors Friday and Saturday evenings (9 p.m.)

Wildfire Restaurant
812 S. Austin Avenue (on the Square)
Phone: 512-869-3473
Contact: Jo Brady
Room: Private Room, 42 pp
Room Rental Charge: depends on the food and beverage
expenditures (\$50-\$150), plus 18% gratuity.
Alcohol: Bar available.

Gumbo's

710 S. Main St. (on the Square)
Phone: 512-671-7925
Contact: Denise Page
Room: Private Room, 40 pp
Alcohol: Bar available.

Walburg Mercantile

FM 972
Walburg, TX
Phone: 512-863-8440
Contact: Randy Light, Ronnie Tippelt
Room: Banquet Room, 60 pp
Beer Garden, 800 pp
Room Rental Charge: 30 or more pp—no charge
Alcohol: Cash bar on beer and wine.
Food: All you can eat buffet -- \$15.99 per person, plus 15% gratuity
Banquet and Beer Garden Available (2 bands available)
www.walburgrestaurant.com

Burger University

119 W. 7th St. (on the Square)
Phone: 512-863-0100
Contact: Carmen May
Room: Private Room for 75
Alcohol: Beer and wine bar available.

Uptown Social

501 S. Austin Ave. (4th Floor)
Phone: 512-863-8100
Contact: Frank
Room: Private room for 30, adjoins deck.
Alcohol: Bar available.

Availability of locations is subject to change.

Prices are also subject to change.

Restaurants that allow BYOB liquor will not be responsible for serving it.

PLEASE NOTE:

All committees who choose an off-campus venue are required to contact venues for availability. Once off-campus venues have been determined and availability has been confirmed, contact Xan Koonce in the Office of University Events (512-863-1467) to complete contract paperwork.

Southwestern University Alcohol Policy

Southwestern University

Alcohol: Policy on Possession and Consumption of Alcoholic Beverages

Introductory Statement:

Consistent with its commitment to the health and well-being of the University community, the University complies with and upholds all federal, state, and local laws and regulations that regulate or prohibit the possession, use, and/or distribution of alcoholic beverages.

Consistent with the University's heritage as an institution affiliated with the United Methodist Church, the University supports abstinence from alcoholic beverage use. Like the United Methodist Church, the University recognizes the freedom of persons to make decisions in this regard and, in the event members of the University community consider alcoholic beverage use, the University urges responsibility, prudence, and moderation.

Consistent with its mission as an educational institution, the University encourages the free exchange of information so that members of the University community can make informed choices relating to alcohol.

Consistent with its civic and social responsibilities, the University expects members of the University community to engage in responsible social behavior, including behavior relating to the possession and consumption of alcoholic beverages.

Accordingly, all members of the Southwestern University community—including faculty, staff, students, and campus visitors—are required to comply with the following policy regarding alcoholic beverages.

Statement of Policy

The University expects that each individual and group within the Southwestern University community will comply with all applicable laws and regulations pertaining to the possession, use, and distribution of alcoholic beverages. All persons are expected to know and comply with such laws and regulations. The following summary lists some of the prohibitions:

No person under the age of 21 may possess, use, purchase, or consume alcoholic beverages.

No person may use or possess any form of false identification.

No person may serve, provide, or make alcoholic beverages available to a minor or any person who is intoxicated.

Public intoxication is prohibited.

No person may sell alcoholic beverages without an appropriate license.

The consumption, possession, or distribution of alcoholic beverages on University

grounds is prohibited except as otherwise provided in this policy.

When the use of alcoholic beverages is permitted, prudence, temperance, and moderation are required. Intoxication and the abuse of alcohol are expressly prohibited and will subject offending parties to appropriate disciplinary action.

University Regulations

The University complies with all applicable laws and regulations pertaining to alcoholic beverages. Violation of any law or regulation relating to alcoholic beverages constitutes a violation of University policy and will subject the offender to University disciplinary action irrespective of whether the offender is subjected to criminal penalties.

The University generally prohibits the possession and consumption of alcoholic beverages on campus, with the exception of the limited circumstances below:

The private, temperate consumption of alcoholic beverages is permitted for persons of legal drinking age in the individual University residential rooms of persons 21 years of age and older.

Alcoholic beverages may be served and consumed on designated University grounds at student special events specifically approved in advance by the Associate Vice President and Dean of Students, subject to all applicable University guidelines and state and local laws and regulations. Such special events shall be for limited social and other special campus events.

Alcoholic beverages may be served and consumed on University grounds at special University events specifically approved in advance by the chief University Relations officer, subject to all applicable University guidelines and state and local laws and regulations. Such special events shall be for the purpose of hosting alumni, parents, other visitors to campus, faculty, staff, and students 21 years of age or older at receptions related to special campus or organizational events.

Guidelines for Permitted Possession & Consumption of Alcoholic Beverages

Restrictions on Possession and Consumption of Alcoholic Beverages in Individual University Residential Rooms:

Kegs and other common containers of alcohol (including 1/2 kegs, party balls, pony kegs, "trash can punch," frozen alcoholic beverage service machines or any similar container) are prohibited.

The resident of the particular residential room is responsible for complying with all applicable laws and University policy.

There shall be no public display of alcohol or alcoholic beverage containers.

There shall be no alcohol containers--empty, filled with colored water, etc. in individual student rooms in first-year halls.

Measures must be in place to prevent use or consumption by underage persons.

Nonalcoholic beverages must be available when alcoholic beverages are served or

consumed.

No person may sell alcoholic beverages. This includes charging an admission fee or otherwise imposing costs or expenses on other persons for the purposes of providing alcoholic beverages.

Restrictions on Possession and Consumption of Alcoholic Beverages at Student Special Events

Any special event in which alcohol may be served or consumed requires prior registration with the Office of Residence Life and approval of the Associate Vice President and Dean of Students. Information regarding the procedure for registration and approval of such special events can be obtained through the Office of Residence Life. Such approval shall only be granted on a single-event basis.

Approval may only be granted for events at the Sharon Lord Caskey Community Center, the Julie Puett Howry Center, or the fraternity houses. The Associate Vice President and Dean of Students also may approve student-organization sponsored events where alcohol is served in the Red and Charline McCombs Ballrooms, on the Roy H. Cullen Academic Mall, or the J.N.R. Score Quadrangle, where such events are expected to draw a larger group or a wider audience than can be accommodated in the aforementioned locations.

Any organization or group seeking to obtain approval for a special event where alcohol is present must designate a responsible individual or individuals who will ensure compliance with all applicable laws, regulations, and University policy, and prevent consumption of alcoholic beverages by or distribution of alcoholic beverages to intoxicated persons or persons under 21 years of age.

Open Parties, with unrestricted access to the event, are prohibited. Only Closed Parties, those events with guests invited by invitation only, will be allowed. The sponsoring organization is responsible for the action(s) of its guests at all times. An invitation is defined as a personally addressed request. Voice mail is allowed only if the voice mail is addressed personally and originates from the sponsoring organization (i.e., no campus wide voice mail).

There may be only one accessible entrance to the event. The organization hosting the function must have door monitors present at this entrance at all times. The monitors shall ensure that all guests are identified, registered, and marked as 21 and over or under 21 and shall inspect the property to ensure that the event is secured against unwanted entry and that one entrance is maintained. All other entrances must be secured from entry, but available for exit.

A guest list must be kept of all guests invited and in attendance. All persons wishing to consume alcoholic beverages must be identified as 21 or older and must present identification at the time of checking in to the function.

The presence of alcoholic beverages must be in compliance with applicable law, University policy, and the particular rules for the special event as provided by the Associate Vice President and Dean of Students. The sponsoring organization is responsible for ensuring compliance with such rules and legal restrictions and for obtaining any necessary licenses or

permits.

Hard liquor is prohibited. Kegs and other common containers of alcohol (including 1/2 kegs, party balls, pony kegs, "trash can punch," frozen alcoholic beverage service machines or any similar container) are prohibited.

Consumption of alcoholic beverages is permitted only in the public area designated for the special event. The number of persons attending the event may not exceed the space available for the event.

No person or organization may sell alcoholic beverages. This includes charging an admission fee or otherwise imposing costs or expenses on other persons for the purposes of providing alcoholic beverages. Alcoholic beverages may not be provided by the sponsoring organization or purchased with student organization or University funds. The University expects each national organization to uphold its national policy.

Nonalcoholic beverages and food must be provided and available.

No promotion or invitation to the events may publicize the availability of alcoholic beverages.

The presence of University-approved security personnel is required at any special event where alcoholic beverages are present.

Public intoxication is prohibited.

Commitment to Alcohol Education

The University is concerned that students be fully informed about the consequences of alcohol and drug consumption. An important aspect of policy implementation is that students who sponsor or attend events where alcohol is served participate in programs of alcohol education. These programs will describe the risks involved in alcohol consumption and encourage students to make informed choices about consumption or abstinence. Representatives of sponsoring organizations must attend a program on alcohol education before an event will be approved.

The Residence Life Staff is charged with maintaining an atmosphere conducive to students' successful academic pursuit, and as such, will address both social and individual situations that contribute to the deterioration of the hall environment or to the impairment of an individual's health and welfare. In accordance with this responsibility, the Residence Life Staff shall enforce the restrictions and terms of this policy on possession and consumption of alcoholic beverages.

Students are encouraged to talk with the counselors in Counseling Services or with off-campus professionals if they think that they might have an alcohol problem. Conversations with these professionals are confidential.

Student Life deans, and the directors and counselors in Counseling Services, Health Services, Religious Life, and Residence Life stand ready to assist students, as individuals

or in groups, with problems or discussions regarding choices about alcohol consumption or abstinence.

Reunion Party Menus

University staff is committed to making the menu-decision process as easy as possible. To help you, Sodexo (Southwestern's on-campus caterer) has designed the following menus that are available for reunion parties held during Homecoming and Reunion Weekend. The purpose of these menu options is to assist your committee in determining your final party ticket price. **PLEASE NOTE:** *These options are for on-campus parties only.*

These options are divided into two categories: reception options and "sit-down" options. Health Department regulations require no more than a two-hour maximum for serving food. In the "sit-down" packages, Sodexo has incorporated an appetizer so guests may have something to eat prior to the actual meal portion of the service.

The **meal service** includes the following:

Listed prices are based on a 35-person minimum. If final guest numbers drop below 35 people, a server fee of \$75 will be added.

Appetizers are set for the first 30 minutes of the event.

Meal service will be available for two (2) hours following the appetizer.

Flatware/plasticware will be made available.

*Reunion parties that last longer than 2 ½ hours will be required to pay Sodexo staff \$16 per additional hour.

*A 10% service fee will be added to the final cost of the meal.

*Parties outside the McCombs Campus Center will be charged a \$25 delivery fee.

In addition to these services provided by Sodexo, the Offices of Alumni and Parent Relations and University Events have provided a "**package fee**" based on 35 people. It includes additional costs (i.e., bartending and bar fees, which includes cups, paper napkins, ice, ice chests, tables, tablecloths and other delivery expenses). If guest numbers exceed 35 people, this package price will be modified accordingly by staff. If, at any point, you have questions or concerns about the catering options and the services associated with this process, do not hesitate to contact our staff.

Menu Options

We have composed the following menus for reunion parties. For receptions, food will be served for two hours. For meals with an appetizer, the appetizer will be served for the first 30 minutes, followed by a two-hour window for the meal.

<u>South of the Border</u> (2.5 hour service) First 30 Minutes * Chips with Salsa and Queso Meal Service * Fiesta Salad with Chipotle Ranch * Chicken and Vegetable Fajitas * Flour Tortillas * Spanish Rice * Borracho Beans * Sour Cream, Lettuce, Tomato, Cheddar and Salsa * Sopapillas with Fruit Mousse * Mock Margarita Punch, Water \$19.00 per person	\$19/person x 35 people = \$665.00
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$98.00 (35 people)
TOTAL	\$1,078.00 (\$30.80 per person plus tax)

<u>Pirate Pub</u> (2 hour service) * Slider Bar – Pulled pork with Dr. Pepper BBQ sauce, Buffalo Chicken and Grilled Portobello with Chipotle Mayo, Whole Grain Mustard, Lettuce, Tomato, Pickle * Fresh Potato Chip Station – Lemon Pepper, Parmesan and Sea Salt flavors * Veggie Dippers – Fresh Carrot, Celery, Cherry Tomato, Mushroom and Broccoli with Ranch and Bleu Cheese Dip * Jalapenos Poppers * Sparkling Apple Punch, Water \$15.50 per person	\$15.50/person x 35 people = \$542.50
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$85.75 (35 people)
TOTAL	\$943.25 (\$26.95 per person plus tax)

<u>Taco Bar Reception</u> (2 hour service) * Taco Station with Beef, Refried Beans, Hard Taco Shells, Flour Tortillas, Lettuce, Tomato and Shredded Cheese * Fresh Tortilla Chips with Salsa and Queso * Mini Lemon Bars * Mock Margarita Punch, Water \$11.00 per person	\$11/person x 35 people = \$385.00
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$70.00 (35 people)
TOTAL	\$770.00 (35 people) (\$22.00 per person plus tax)

<u>Traditional Reception</u> (2 hour service) * Domestic Cheese tray with Crackers and Baguettes * Roasted Fall Vegetables * Fresh Sliced Fruit * Four Cheese Penne with Grilled Vegetables * Assorted Mini Dessert Bars * Sparkling Punch, Water \$16.00 per person	\$16/person x 35 people = \$560.00
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$87.50 (35 people)
TOTAL	\$992.50 (35 people) (\$28.36 per person plus tax)

<u>Tuscan</u> (2.5 hour service) First 30 Minutes * Hot Artichoke Dip with Baguettes * Mediterranean Vegetables Meal Service * Caesar Salad * Chicken Marsala * Baked Ziti * Mediterranean Couscous * Breadsticks * Tiramisu * Sparkling Punch, Water \$20.00 per person	\$20/person x 35 people = \$700.00
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$101.50 (35 people)
TOTAL	\$1,116.50 (35 people) (\$31.90 per person plus tax)

<u>Light Italian Reception</u> (2 hour service) * Pasta station with Penne and Rotini Pasta, Marinara, Alfredo, and Meatballs * Basil Cheesecake with Baguettes and Crackers * Roasted Vegetable Display * Sparkling Punch, Water \$11.00 per person *Add Grilled Chicken for \$3.25 per person	\$11/person x 35 people = \$385.00
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$70.00 (35 people)
TOTAL	\$770.00 (35 people) (\$22.00 per person plus tax)

<u>Mediterranean</u> (2 hour service) * Flatbread Pizzas – Sausage and Pepperoni and Roasted Vegetables * Muffaletta Sandwich * Red Pepper Hummus with Pitas * Israeli Couscous Salad * Fresh Pickles and Olive Station * Fresh Sliced Fruit * Sparkling Punch, Water \$18.50 per person	\$18.50/person x 35 people = \$647.50
Package Fee	\$315.00 (35 people)
Sodexo Service Fee (10%)	\$96.25 (35 people)
TOTAL	\$1058.75 (35 people) (\$30.25 per person plus tax)

<u>Heavy Hors D'Ouvres Reception</u> (2 hour service) * Basil and Sundried Tomato Cheesecake with Crackers and Baguettes * Mashed Potato Martini Bar – Yukon Gold and Mashed Sweet Potatoes with Bacon, Cheddar Cheese, Fried Onion Crisps, Scallions, Brown Gravy * Antipasta Display – Including Sautéed Mushrooms, Eggplant, Marinated Artichoke Hearts, Green Beans, Grilled Asparagus, Assorted Olives, Ham and Salami * Boneless Buffalo Wings * Sparkling Punch, Water \$20.00 per person	\$20/person x 35 people = \$700.00
Package Fee	\$315 (35 people)
Sodexo Service Fee (10%)	\$101.50 (35 people)
TOTAL	\$1116.50 (35 people) (\$31.90 per person)

<u>Dessert Add Ons</u> * Assorted Mini Cheesecake Bites - \$2 per piece (Minimum order 50pcs) * Assorted Gourmet Cookies - \$11 per dozen (minimum order 3 dozen) * Mini Dessert Bars - \$10 per dozen (minimum order 4 dozen) * Double Layer Half Sheet Cake - \$50 each Chocolate, White or Yellow * Chocolate Fondue with Fresh Fruit, Cake and Dipping Items - \$4 per person (minimum 35 people)	<u>Appetizer Add Ons</u> * Basil, Sundried Tomato or Jalepeno Cheddar Savory Cheesecake - \$55.00 each (Includes Baguettes and Crackers) * Fresh Fruit Tray - \$3 per person * Crudités with Ranch Dip - \$2.50 per person * Seven Layer Dip with Tortilla Chips - \$3 per person (minimum 35 people) * Spinach and Artichoke Dip with Tortilla Chips and Baguettes - \$3 per person (minimum 35 people)
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Please Note:

If final guest guarantees drop below 35, a server fee of \$75 will be added. There is a \$25 Delivery Fee for parties outside the McCombs Campus Center (price factored into "Package Fee"). All service on 6" earth friendly plates, beverages 9oz compostable clear tumblers, plastic flatware, paper cocktail napkins. Buffet table décor is provided by Sodexo. Centerpieces for seating and cocktail tables not included. Tablecloths for 60" rounds and cocktail tables are additional \$6 per cloth (price factored into "Package Fee"). Cloth and skirt for check-in or memorabilia tables are \$13.50 per table (price factored into "Package Fee"). Bar Setup Fee \$50 includes: 1 cooler of ice, 1 table cloth and skirt, 50 clear tumblers, 50 beer cups, paper cocktail napkins (price factored into "Package Fee"). *Does not include bartender or alcohol distribution* (bar staffing factored into "Package Fee"). Staff services fees for events longer than 2.5 hours \$16.00 per hour.

Class Reunion Budget Worksheet Sample

This worksheet serves as an aid for your committee to help you determine the cost of your reunion party ticket. If you have questions about additional costs, please contact the Office of Alumni and Parent Relations by calling 1-800-960-6363 or by emailing pykag@southwestern.edu.

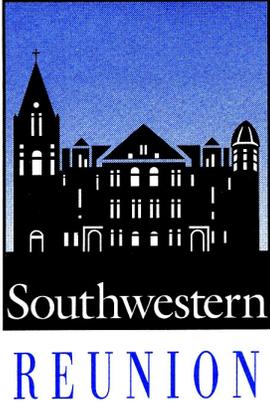
Reunion Party Considerations

Food and Soft Drinks	35 tickets @ \$25 per person (menu)	=	\$875.00
Package Fee	Party expenses for 35 people	=	\$315.00
Sodexo Service Fee	On campus reunion parties only (10% of menu price and package fee)	=	\$119.00
Sales Tax	(On ticket price @ 8.25%)	=	\$107.99
Decorations	(i.e., centerpieces)	=	\$ _____
Miscellaneous		=	\$ _____
Facility Fee	(if applicable)	=	\$ _____
Entertainment	(i.e., band, music)	=	\$ _____
Charge if Under 35 Attendees	(\$75)	=	\$ _____
<u>TOTAL</u>		=	\$ _____
	Cost per attendee	=	\$ _____

NOTE: Submit out-of-pocket costs with a receipt and a description of the purchase to the Office of Alumni and Parent Relations. The University will reimburse expenses within the reunion budget.

Reunion Letter Sample

40 YEAR



**Reunion Planning
Committee**

Names Here

July 15, 2014

Dear Members of the Class of YYYY:

Yes, indeed, it has been 40 years since we left Southwestern. It does not seem that long ago. To celebrate this milestone, we are having a 40th reunion party Saturday evening, Nov. 8, 2014 as a part of this year's Homecoming and Reunion Weekend.

The party will be at the LOCATION at TIME. There will be heavy hors d'oeuvres, drinks and lots of conversation. (We promise — no speeches or program, just plenty of time to visit and catch up). The cost is \$\$ per person.

Later this summer Southwestern will send more information about Homecoming and Reunion Weekend and our party. Please register when you receive your invitation!

Also, you may want to make hotel reservations early by taking advantage of a block of reduced-rate rooms at the HOTEL NAME in Georgetown, 512-###-####. Please ask for rooms held for "Southwestern Homecoming." Any remaining rooms will be released to the public DATE. Other accommodations may be found at www.sualumni.net/EasyTravel.

We also encourage you to make a donation in honor of our class to any area of the University you wish to support. We'll announce the total during the party. Hopefully together we can make a real contribution to benefit current students. Besides making a gift, you can also see other ways to "Be Southwestern" at www.southwestern.edu/pride.

We wanted to give you this early notice so that you can get started on whatever program will have you looking just like you did in YYYY. With this early notice, you have more than three months. Good luck to us all!

Of course, there will be many other fun things to do at Homecoming but we hope you will join us for this special event Saturday evening. We are looking forward to being with you and hearing about all that has been a part of your life during the last 40 years.

The YYYY Reunion Planning Committee
www.sualumni.net/co_YYYY

Reunion Giving: Guidelines

During reunions, alumni commemorate their place in Southwestern's history and renew their ties to the University. Reunion celebrations are also a time when classes are encouraged to make a special gift to support Southwestern's undergraduate education to honor the event. Alumni often use this as a way to commemorate reunion milestones by surpassing their ordinary annual levels of support in order to make a special or "stretch" gift.

Reunion gift campaigns have the potential to spark and renew class spirit, and concentrated efforts by volunteers during class reunions can spur classes on to new records of giving. Importantly, reunion gifts also provide an opportunity for classes to have a **direct impact on Southwestern** by encouraging increased class participation and increased awareness of the importance of giving.

Any gift made to Southwestern during the reunion gift campaign is a reunion gift, no matter the gift designation. Gifts to The Southwestern Fund, endowment or capital projects all count toward the reunion gift total. Reunion giving brings classmates together and encourages every class member to return for Homecoming and Reunion Weekend and also to make a gift.

Goal of the Reunion Gift Campaign

During reunions, your class has a unique opportunity to celebrate your *Southwestern Experience*. Gifts to the University are an excellent way to show that the transformative experience you and your classmates shared lives on in current students. All gifts made to the institution, regardless of size, during your reunion giving campaign will greatly impact the lives of students.

The Reunion Gift Class Agent Job Description

The Class Agent(s), with support from a member of the Gift Programs staff, recruit the remainder of the committee, typically through letters and phone calls. Customarily, the chair is asked to represent his or her class by announcing the Reunion Gifts during reunions at Homecoming.

How does the staff support the volunteer effort?

Gift Programs staff provides fund-raising materials, recommendations and other information to prepare volunteers to successfully solicit classmates and achieve Reunion Gift goals. We want to provide administrative support so volunteer efforts are focused on building participation and meeting campaign goals.

Will I receive credit for my employer's matching contributions?

Yes. Corporate matching dollars will be credited to you and the class. Contact your human resources office for details on your company's program.

What types of gifts qualify?

You can participate in reunion giving through:

The Southwestern Fund: Whether \$25 or \$25,000, the unrestricted gifts alumni provide year to year help to fuel University operations. Gifts to the Southwestern Fund may also be assigned to one of its designated areas (scholarships, faculty development, library collections, and classroom technology.)

Capital or Endowment Pledges and Gifts: These are usually large commitments for specific projects or programs. Alumni often fulfill such commitments over several years. All pledge payments received during your reunion year are credited to the class for alumni participation and class giving totals.

Planned Giving: Gifts for the future benefit of the University, such as charitable trusts, may be eligible for inclusion in the class giving totals.

What is the last day I can make a reunion gift this year?

Any gift made between Jan. 1, 2014 and Dec. 31, 2014 will be counted in reunion giving totals for your class.

What methods of payment can I use?

Checks (payable to "Southwestern University"), credit cards (Visa, Mastercard or American Express), electronic gift transfers and appreciated securities are all accepted. Gifts may also be made online via our secure server at: <http://www.southwestern.edu/giving/annual-giving-form.php>

For more information about reunion giving, please contact Taylor Kidd, associate director for university relations - gift programs, by calling 800-960-6363, ext. 1239 or emailing kiddt@southwestern.edu.