

**REUNION@**

**BACKTOBABSON**

# REUNION VOLUNTEER GUIDE

EVERYTHING YOU NEED  
TO KNOW ABOUT MAKING  
YOUR REUNION GREAT.

**PLANNING REUNION WEEKEND**

# IT'S YOUR YEAR!

Welcome to your Reunion committee! Thanks to your leadership and dedication to Babson, your class will have a memorable and wonderful weekend together on campus in September.

One of the many perks of being on your Reunion committee is the opportunity to shape the weekend's activities for your class, especially your class party! Where should it be? What's the theme? What type of food and drink will be served? YOU get to decide!

You also may want to plan outings, sports games, and other activities that add fun and variety to the weekend. Be sure to let your class liaison know as soon as possible so we can provide information and assistance.

## SAMPLE SCHEDULE FROM PREVIOUS YEARS

### FRIDAY

Half-Century Luncheon  
Interactive Tour  
Athletic Games  
Alumni Entrepreneurs Awards  
Cocktails with Coaches  
Drinks & DJ at Roger's Pub

### SATURDAY

Babson Alumni Association  
Annual Meeting  
President's Address  
Volunteer Leadership Awards Brunch  
(includes all Reunion volunteers!)  
The Tent  
Black Affinity Bi-Annual Meeting  
Reunion Class Parties

### SUNDAY

Farewell Brunch

## COMMITTEE TIMELINE

### □ JANUARY /

- › Set goals
- › Rally classmates to save the date
- › Submit class news to [alumnews@babson.edu](mailto:alumnews@babson.edu)
- › Build and grow Facebook group

### □ FEBRUARY /

- › Select classmates to contact
- › Set strategy to achieve goals
- › Send class reunion letter/email

### □ MARCH /

- › Promote March Madness
- › Select class party venue

### □ APRIL /

- › Send class fundraising letter/postcard
- › Submit class news to [alumnews@babson.edu](mailto:alumnews@babson.edu)

### □ MAY /

- › Promote Day of Giving

### □ JUNE /

- › Reunion registration opens!
- › Rally classmates to register and make their reunion gift

### □ JULY /

- › Keep rallying classmates to register
- › Send thank you to all class donors

### □ AUGUST /

- › Keep rallying classmates to register
- › Finalize class party planning

### □ SEPTEMBER /

- › Final rally call to classmates to register for reunion

### › REUNION WEEKEND! SEPTEMBER 21–23

### □ OCTOBER /

- › Send thank you to all classmates who attended reunion
- › Share photos from reunion with classmates

### □ DECEMBER /

- › Reach out to reunion attendees to make a year-end gift

### □ JANUARY 2018–DECEMBER 2021/

- › Keep your class connected! You can ensure your next Reunion is EVEN BETTER than this one. In the years before then, attend events, post in your class's social media page, make an annual gift (and remind your friends to donate), and read the Alumni Newsletter.