



Mini-Reunion Planning Handbook

MOUNT HOLYOKE
never fear / change

MHC
ALUMNAE ASSOCIATION
MOUNT HOLYOKE COLLEGE

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INTRODUCTION

Mini-reunions are a great way to help a class or affinity group stay connected with each other and with the College between reunions. They can be meaningful experiences for both very active class members and those who have lost touch.

The idea of formal mini-reunions evolved from The Class of 1951 Social Contact Project, whereby the class sought to increase the social and personal contact among its members, rekindle the Mount Holyoke spirit, encourage attendance for its fiftieth reunion, and indirectly benefit the Mount Holyoke Fund. The gatherings were quickly adopted by other classes approaching their fiftieth reunion and are now planned by cohorts of all ages. While financial advancement of the institution can be a positive outcome, the primary purpose of the gatherings is to bring classmates together, therefore avoiding direct solicitation.

There are numerous possibilities for mini-reunion formats and agendas. The class may choose to return to the College to attend classes, hear from esteemed faculty and staff, and tour campus facilities; or pick a destination to meet and explore based on class interest or alumnae population. The event may be a few days in length, or a few hours; and the group size may range from just a small group to a few dozen participants. Mini-reunions can be held exclusively for Mount Holyoke alumnae or may include guests and/or significant others. All formats are worth considering and can have significant impact on class cohesion.

RESOURCES FOR INFORMATION AND SUPPORT

The Alumnae Association's website, alumnae.mtholyoke.edu, contains a wealth of information including news and events; career networking opportunities; class, club, committee volunteer, and staff contacts; awards and fellowships listings; and an online directory of alumnae. The Association also has a presence on Facebook, LinkedIn, Twitter, and other social media.

To access the Association's online directory of alumnae, a security ID is required to register; it is the number located above the addressee's name on Alumnae Quarterly address labels. Alumnae may also email ais@mtholyoke.edu to request their IDs.

The Association's online volunteer website alumnae.mtholyoke.edu/volunteers/reunion-planning is the source for class and club volunteer resources, including handbooks and training materials, communications and data request forms, and financial reporting information.

As a mini-reunion planner, your primary contact at the Alumnae Association is the associate director of programs, who can be reached at programs_team-g@mtholyoke.edu or by calling 413-538-2159.

For general questions about the Alumnae Association and its programs and services, call 413-538-2300 or email alumnaeassociation@mtholyoke.edu.

The Alumnae Association's Classes and Reunion Committee is composed of alumnae who have firsthand leadership experience with their respective classes as a class officer and/or reunion volunteer. Members understand the opportunities and challenges facing class officers and serve as a liaison to the class leadership team and work on behalf of the class. They also assist the Alumnae Association in training new class officers and reunion planners.

A current list of committee members and their assigned classes can be found online at alumnae.mtholyoke.edu/reunion/committees.

GETTING STARTED WITH MINI-REUNION PLANNING

BEFORE DIVING IN

Before diving into the specifics, identify a planner(s). There is no officially designated “mini-reunion chair” within the class board structure, so selection of these organizers is at the discretion of the class. As with reunions, having cochairs may prove more manageable and fun for those involved. Keep in mind that if the goal is to return to campus, it is important that there be one primary communicator between campus and the class. On the other hand, if the class intends to hold off-campus gatherings, regional volunteers might be appointed where the mini-reunion(s) will take place to help with logistics and planning.

While mini-reunions may take on a variety of forms, it is important to consider the following factors:

- Cost
- Time
- Participant interests which will influence activities
- Physical limitations of the class

FIRST STEPS

- Map the class geographically by zip code to determine regions with a high density of classmates. Members of the class board can request class lists from the Alumnae Association through the online Information Request Form: alumnae.mtholyoke.edu/info-request.
- Consider surveying classmates or affinity group members to inform planning. Class boards know the characteristics of their class best, so only conduct a survey if it seems appropriate for the specific group. The following points might be included:
 - What are classmates willing to spend?
 - How far are they willing to travel?
 - How much time do they want to spend at a mini-reunion, and what time of year is best?
 - What would draw them to a mini-reunion?
- Recruit hosts in selected areas who will bring enthusiasm, organization, local knowledge, and good communication skills to the job.
- Verify that a group of representatives (class officers and/or group leaders) is able to attend the event.

GENERAL MINI-REUNION PLANNING TIMELINE

The following timeline includes basic elements for planning a campus or destination mini-reunion. Organizers will also need to carefully consider vendor deadlines for payment as they plan.

12-18 months prior to mini-reunion

Determine location and organizer(s)

Draft an agenda (consider goals/theme of gathering)

Establish finance plan (consider registration deadline and how vendors will be compensated)

Begin exploring accommodation options and reserve room block (if off campus)

9 months prior

Contact the Willits-Hallowell Center for accommodation, meal, and social hour arrangements (if on campus)

6-9 months prior

Contact the Alumnae Association for campus activity arrangements (if on campus)

Make any necessary arrangements for restaurants, meeting spaces, speakers, tours, transportation etc. (if off campus)

Send Save-the-Date (12 months prior if possible)

3-5 months prior

Call to Register (formal invitation with agenda and/or agenda highlights)

2 months prior

Send registration reminder

Update vendors as to participant numbers if necessary

5 weeks prior

Receive all registrations and payment

Confirm agenda arrangements (check in with speakers, tour guides, etc.; the Association will take care of this for on-campus activities)

Update vendors as to participant numbers if necessary

Prepare any welcome materials for attendees (name tags, agendas, etc. – the Association will provide these items for on-campus mini-reunions)

1 week prior

Send event reminder with any last-minute details including directions, maps, check-in info, etc.

Mini-Reunion

1 week after

Complete post-event form

PLANNING A CAMPUS MINI-REUNION

Select the Dates: Review the MHC (mtholyoke.edu/calendar) and Association (alumnae.mtholyoke.edu/events) calendars to check for special events and holidays at the College. Special events might draw classmates, however they could also make campus accommodations more difficult to secure. Avoid scheduling mini-reunions on religious and national holidays.

Coordinate with Campus: The Willits-Hallowell Center and the Association will be primary contacts for planning an on-campus mini-reunion. The areas handled by each are specified in the table below. **Any arrangements not listed in the table, such as off-campus activities, are arranged by the class.**

	WILLITS-HALLOWELL CENTER	ALUMNAE ASSOCIATION
NOTICE	Nine months	Six to nine months
SERVICES	<ul style="list-style-type: none"> • Lodging reservations at Willits (Please note, it is the responsibility of the class to create a rooming list for attendees, so you will need to request roommate preference on your registration form.) • Meals, meetings, and social hours in Willits 	<ul style="list-style-type: none"> • Class visits • Campus tours, speakers, performance groups, meeting spaces (outside Willits) and transportation on campus • Welcome packages for guests with a campus map and other College resources • Name tags • Agenda printouts • Liaison with campus departments
CONTACT	Assistant Director 413-538-2220	Associate Director of Programs programs_team-g@mtholyoke.edu 413-538-2159

Off-Campus Lodging: If the class wishes to offer accommodations off campus, visit mtholyoke.edu/about/visit/lodging. Keep in mind the time of year, as off-peak seasons may offer reduced rates. Also, consider negotiating for a more favorable group rate.

Meals: Decide whether to eat at Willits-Hallowell or elsewhere in the Pioneer Valley. For Willits-Hallowell menus visit mtholyoke.edu/willits/catering_dining. Additional Pioneer Valley options may be found at mtholyoke.edu/about/visit/restaurants and visithampshirecounty.com/places/category/eat/restaurants. Choose menus and consider diverse dietary needs and preferences. Determine whether alcoholic beverages will be included within the registration fee. The class might offer one or two drinks as part of the package and indicate that additional beverages are self-pay.

Social Hours: Plan for snack and bartender costs, which can be arranged through Willits-Hallowell. Decide whether you want to invite any guests (class honoraries, students, speakers, etc.) to join you. Be sure to include the cost for extra guests in the budget. If social events involving alcohol will take place on campus but outside of the Willits-Hallowell Center, please reference the Alcohol Service Policy in the Reunion Planning Handbook.

Program: Draft an agenda that includes the desired activities and the timeframe for each. Share your tentative program with the associate director of programs at the Association, who will then move forward with campus arrangements.

CAMPUS ACTIVITIES	LOCAL ATTRACTIONS
<p>The following options, which are arranged by the Association, are suggestions only. You may include several, or just a few in your agenda.</p>	<p>Some classes have included excursions to local points of interest. Off-campus activities are arranged by the class.</p>
<ul style="list-style-type: none"> • MHC class visits • Art Museum • Williston Library and Archives • Talcott Greenhouse • Rooke Theater • Blanchard Campus Center • Kendade Hall (science complex) • Weissman Center for Leadership • Miller Worley Center for the Environment • Kendall Sports & Dance Complex, including the Equestrian Center and golf course • Athletics event • Student performance (a cappella, theatre, instrumental) • Common Read discussion • Group film night and discussion 	<ul style="list-style-type: none"> • The Village Commons (shops, restaurants, movie theater), South Hadley, 413-532-3600 • Joseph Allen Skinner Museum, South Hadley, 413-538-7127 • Eric Carle Museum of Picture Book Art, Amherst, 413-658-1100 • Emily Dickinson Museum: The Homestead and the Evergreens, Amherst, 413-542-8161 • Historic Deerfield, Deerfield, 413-774-5581 • Wistariahurst Historic House Museum, Holyoke, 413-322-5660 • The Volleyball Hall of Fame, Holyoke, 413-536-0926 • Naismith Memorial Basketball Hall of Fame, Springfield, 877-446-6752 • Mount Holyoke Range State Park, Amherst, 413-586-0350 <p>Additional Pioneer Valley attractions can be found via visithampshirecounty.com or by selecting Western Massachusetts on massvacation.com/explore/by-region.</p>

Registration: Prepare the registration form to include with the official invite (see Marketing and Communications, page 9). Provide instructions on how to make out the check and where to send the form and payment. (Registration forms and checks should be sent to the organizer of the event or another appointed volunteer for ultimate handling by your class treasurer; they should not be sent to the Association.) Include space for roommate preference, as it will be the responsibility of the class to create a rooming list for those staying at Willits-Hallowell. Also, be sure to note the cancellation policy.

Send registration form to all class members and provide a link on your class website and/or post to your Facebook page.

On the registration form, don't forget to ask for/note:

- Attendee cell phone number
- Emergency contact info
- Food allergies
- Preferred name and guest name for tags (also ask if it's okay to share their name(s) on an attendance list to help promote the mini-reunion)
- Transportation and arrival plans
- Cancellation policy

Welcome Package: Consider providing a welcome note and attendee list with the welcome package provided by the Association.

PLANNING A DESTINATION MINI-REUNION

Select the Dates: Review the MHC (mtholyoke.edu/calendar) and Association (alumnae.mtholyoke.edu/events) calendars to check for conflicting regional events. Other College/club events in the region may impact mini-reunion attendance, so it's important to keep them in mind. They might be a draw for mini reunion attendees, so could potentially be included in the agenda. Also be sure to consider religious and national holidays.

Accomodations: Decide upon location and lodging type (hotel, B&B, motel). Arrange for a room block or group rate, making sure to also inquire on cancellation policy. Keep in mind the time of year, as off-peak seasons may have reduced rates.

Meals: Select restaurants or other venue(s), or a classmate's home.

Choose menus and consider diverse dietary needs and preferences. Determine whether alcoholic beverages will be included within the registration fee. The class might offer one or two drinks as part of the package and indicate that additional beverages are self-pay.

Program: Plan activities and develop a schedule.

Arrange guides, speakers, or docents, if applicable.

Consider transportation needs, and make arrangements if necessary.

Registration: Prepare the registration form to include with official invite (see Marketing and Communication, page 9). Provide instructions on how to make out the check and where to send form and payment. (Registration forms and checks should be sent to the organizer of the event or another appointed volunteer for ultimate handling by your class treasurer; they should not be sent to the Association.) Also, be sure to note the cancellation policy.

Send registration form to all class members and provide a link on your class website and/or post to your Facebook page.

On the registration form, don't forget to ask for/note:

- Attendee cell phone number
- Emergency contact info
- Food allergies
- Preferred name and guest name for tags (also ask if it's okay to share their name(s) on an attendance list to help promote the mini-reunion)
- Transportation and arrival plans
- Cancellation policy

Welcome Package: Prepare a welcome packet for each participant. Include a welcome note, the schedule, driving directions, brochures, lists of attendees, room assignments, hotel information (including check-in and check-out times), maps, and name tags.

MARKETING AND COMMUNICATION

Getting the word out to classmates about your event in a timely manner is a critical planning component. Class board members may request that the Association send an electronic or postal mailing to the class by using the Communication Request Form which can be found on the Association's website at the following link: alumnae.mtholyoke.edu/comm-request.

Keep in mind that each class receives one free postal mailing from the Association per fiscal year. Reach out to your president or class treasurer regarding usage. Otherwise the class will be billed for postal mailings.

The Association suggests the following marketing and communications timeline:

- *Save-the-Date*: six to nine months prior (twelve months, if possible)
- *Call to Register*: three to five months prior
- *Registration Reminder*: two months prior (to allow for receipt of full payment no less than five weeks out)
- *Event Reminder*: one week prior

The following practices might also be considered.

- Utilize the class's primary method of communication (class website, blast emails, Facebook, etc.) to make announcements and keep classmates informed as the event approaches.
- Employ a phone tree to reach class members. Many classes have found that speaking with classmates is the best way to market their mini-reunion.
- Appoint classmates to take photos and write up an event summary in order to publicize the success.
- Send thank-you notes to professors and guest speakers following the mini-reunion.

BUDGETING AND COSTS

Carefully consider financial processes in the initial stages of planning. Review the class treasury and work with the treasurer to determine how costs will be covered for the preparation and execution of the event. **Remember that in order to cover any bills with funds from your class treasury, a mini-reunion must be advertised and open to the entire class.**

Here are a few guidelines for budgeting your event:

- **Mini-reunions should break even.** However, if the class wishes to contribute any funding for mini-reunion purposes, the board must vote on the matter and the decision be recorded in class meeting minutes.
- Be sure to inquire with chosen venues about attendance guarantees, as this will inform your cancellation policy.
- Each attendee should be expected to pay her own travel expenses, room and board, and a small fee to cover miscellaneous costs and fees.
- After negotiating rates for lodging, include appropriate reservation and payment protocol on the registration form. For off-campus facilities, attendees may be able to reserve and pay individually. For Willits-Hallowell, attendees will include accommodation fees in their general payment to the class.
- If there is money left over after all expenses have been paid, it should go to the class treasury.

SAMPLE COST BREAKDOWNS

Please also reference sample registration forms. Often classes start with a singular package price, including the components laid out in the table below. However, some alumnae may inquire on attendance for one or two events, so a plan for responding to these requests should be considered in advance.

CAMPUS	DESTINATION
For campus mini-reunions, the fee for accommodations is included in the general registration fee. The class organizers are responsible for collecting all fees from participants, and settling the bill with Willits-Hallowell.	For destination mini-reunions, accommodations are excluded from the general registration fee. Organizers typically offer a range of accommodation options, and attendees make their own arrangements.
<p>Included in the registration fee:</p> <ul style="list-style-type: none"> • Accommodations • Meals • Social hours • Special activity fees (admission fees, tours, speakers, transportation, etc.) • Administrative costs (postage, phone, copying) • Meeting space and snacks • Gratuities 	<p>Included in registration fee:</p> <ul style="list-style-type: none"> • Meals • Social hours • Special activity fees (admission costs, tours, speakers, transportation, etc.) • Administrative costs (postage, phone, copying, name tags) • Meeting space and snacks • Gratuities

REGISTRATION FEE WORKSHEET

The following table may be used as template for determining a mini-reunion registration fee. Please note that if the class is holding an on-campus mini-reunion with accommodations at the Willits-Hallowell Center, it will work closely with Willits to determine the registration fee. Cost breakdowns will vary greatly based on duration and agenda.

Template:

ITEM	Quantity	Cost Per Person	Price
Accommodations (exclude if off campus)		\$	\$
Breakfast(s)		\$	\$
Lunch(es)		\$	\$
Social Hour(s)		\$	\$
Dinner(s)		\$	\$
Snack(s)		\$	\$
Activities Fee (admission fees, tours, speakers, transportation, etc.)		\$	\$
Meeting Space(s)		\$	\$
Administrative (postage, phone, copying, name tags, etc.)			
Gratuities		\$	\$
Registration Fee			\$

Sample:

Berkshires Mini-Reunion; Costs based on group size of 15.

ITEM	Quantity	Cost Per Person	Price
Breakfast(s)	2	Included with stay	N/A
Lunch 1 – Baba Louie's Pizza	1	\$10	\$10
Lunch 1 – Tanglewood Bagged Lunch	1	\$22	\$22
Social Hour(s)	1	Pay individually at pub	\$N/A
Dinner 1 – pre fixe menu Alta Restaurant	1	\$40 (includes wine with dinner)	\$40
Dinner 2 – pre fixe menu at Chez Nous	1	\$50 (includes wine with dinner)	\$50
Clark Admission	1	\$20	\$20
Tanglewood Concert	1	\$35	\$35
Concert Transportation	2	\$15 (each way)	\$30
Admin/Misc: Name tags, tote bag with welcome materials, communications	N/A	\$35	\$35
Gratuities (for all meals)	N/A	\$25	\$25
Registration Fee			\$267

A FEW HANDY TIPS

- Contact former mini-reunion chairs to learn what worked well and what didn't but keep in mind that each class has a different personality so what worked for one class might not work for all.
- Reach out to the Association's associate director of programs at 413-538-2159 for suggested contacts.
- Contact the class liaison with the Association's Classes and Reunion Committee. This committee is composed of alumnae who have firsthand leadership experience with their respective classes as a class officer and/or reunion volunteer. Members understand the opportunities and challenges facing class officers and serve as a liaison to the class leadership team and work on behalf of the class. A current list of committee members and their assigned classes can be found online at: alumnae.mtholyoke.edu/committees. Allow for some "down time" or at least optional activities so attendees are not over-scheduled and too tired to enjoy the mini-reunion. Make sure there is time for everyone, including the planners, to enjoy camaraderie with classmates.
- Consider use of your class tax-exempt number for mini-reunion expenses. For more details, reach out to your class treasurer.
- Get all arrangements and pricing with outside facilities in writing. Designate only one person to liaise with the hotel or facility for the clearest communication when negotiating deals.
- Utilize the Association's website for its resources: alumnae.mtholyoke.edu
- Utilize the Alumnae Directory on the Association's website to find classmate contact information or submit an Information Request Form (alumnae.mtholyoke.edu/info-request) to garner contact information in list form.

Most important of all: **Enjoy the event!**

We want your feedback!

The Association and the Classes and Reunion Committee would love to hear about your latest mini-reunion so that we can share your ideas with other classes. Information we would particularly like to know:

- What /where the event was
- What went well
- What didn't go so well
- What you would change about the event

Please submit this feedback online at alumnae.mtholyoke.edu/post-event.

SAMPLE DOCUMENTS

Please click on the links below to view the samples.

Campus

- [Sample Invitation](#)
- [Sample Registration Form](#)
- [Sample Agenda](#)

Destination

- [Sample Invitation](#)
- [Sample Registration Form](#)



MOUNT HOLYOKE COLLEGE · CLASS OF 1964



Welcome to the Fall On-Campus Mini-Reunion

August 3, 2012

Dear Classmates,

You are all invited to attend an on-campus mini-reunion September 30–October 3, 2012. This will provide a wonderful opportunity to experience the campus in action as it is today, as well as to catch up with classmates. It is a wonderful time of year to visit Mount Holyoke, while classes are in session and the campus is full of students—a group of energetic and interesting young women with representation from many countries and with diverse backgrounds. The following events are planned:

- Two opportunities to attend classes (Monday morning and Tuesday afternoon).
- Breakfast meeting with President Lynn Pasquerella.
- Tour the campus with student guides, who introduce potential students to the College. Find out what features attract new students and how the campus has changed.
- Tour the MHC Art Museum with its engaging new director, John Stomberg.
- Panel Discussion and Reception with the class of 2014. The class of 2014 will be graduating the year of our fiftieth reunion and is our “granddaughter” class.
- Tour Williston Library and hear about its efforts to digitize MHC Archives and Special Collections.
- Dinner and discussion with an academic speaker on Tuesday night.
- Tour the expanded Kendall Sports and Dance Complex with a presentation by faculty on fitness for women over sixty and an optional gentle yoga class (no experience necessary)—a great practice for increasing/maintaining flexibility, strength, focus and balance.

A preliminary schedule and the registration form are available by clicking on the links in this email and are also available in the mini-reunion section of our class website [website URL]. For help logging on to the website or downloading/printing these documents, contact [email address].

LODGING: A block of rooms has been reserved at the Willits-Hallowell Conference Center. If we exceed our room block, we will expand into nearby accommodations.

The rate per night per person in a double room at Willits-Hallowell is [rate], which includes



**Class of 1964 Mini-Reunion
September 30 – October 3, 2012
Agenda**



Sunday, September 30

2:00–6:00 p.m.	Registration Willits-Hallowell Conference Center - Living Room
4:00–5:30 p.m.	Faculty Concert McCulloch Center
6:00–7:00 p.m.	Social Hour Willits-Hallowell Conference Center - Living Room
7:00–9:00 p.m.	Dinner & Class Meeting Willits-Hallowell Conference Center - Private Dining Room

Monday, October 1

7:30–9:30 a.m.	Breakfast Willits-Hallowell Conference Center – Smith Dining Room
8:35–12:15 p.m.	Classes Sign-up sheets will be available at Registration.
12:15–1:00 p.m.	Lunch (independent)
1:15–3:00 p.m.	Campus Tour with Student Guides (Meet at Office of Admissions, Newhall Center)
3:45–5:00 p.m.	Art Museum Tour with Director John Stomberg (Meet in Art Museum Lobby)
5:45–7:15 p.m.	Dinner Willits-Hallowell Conference Center – Private Dining Room
7:30–11:00 p.m.	1964-2014: Bridging 50 Years of Tradition Gathering and Ice Cream Social - Class of 1964 and Class of 2014 (Meet at Blanchard Campus Center – Great Room)

Tuesday, October 2

8:00 a.m.	Breakfast with President Pasquerella Willits-Hallowell Conference Center – Private Dining Room
10:00–11:30 a.m.	Williston Library Tour (Meet at main front doors, Library Courtyard)
11:45–1:00 p.m.	Lunch (independent)
1:15–4:05 p.m.	Classes Sign-up sheets will be available at Registration.
6:00–7:00 p.m.	Social Hour Willits-Hallowell Conference Center – Living Room
7:00–9:00 p.m.	Dinner with Professor Vinnie Ferraro Ruth Lawson Professor of International Politics Willits-Hallowell Conference Center – Private Dining Room

Continued on reverse



Mount Holyoke College
Class of 1963



COME ONE, COME ALL
Class of 1963 Mini-Reunion in Northern California

Dates: March 18-20, 2016

Place: Palo Alto, California, in the Heart of Silicon Valley

You may have visited San Francisco and/or the Wine Country of Northern California but have you ventured into the heart of dynamic Silicon Valley to absorb its many attractions, old and new? Join us for three days of carefully planned exploration: gardens, museums, technology, food, wine and more. And best of all, time to catch up with classmates from the Class of 1963!

Program:

Friday, March 18

- Buffet supper at the lovely Atherton home of [name]. Casual gathering to see friends and launch an invigorating weekend.

Saturday, March 19

- Docent led tour of *Filoli Historic Home and Garden* in Woodside. Go to filoli.org to learn more about this spectacular property. Box lunch included.
- Docent led tour of the *Computer History Museum* in Mountain View. Special topic, *Women in Computing*. Learn more at computerhistory.org
- Dinner at *Il Fornaio Restaurant* in Palo Alto. *Guest speaker Hope Giles '87, senior executive at Apple.*

Sunday, March 20

- Docent-led tour of *The Anderson Museum* at Stanford University. Learn more at anderson.stanford.edu. Superb collection of American modern and contemporary art.
- Lunch at *Cantor Arts Center* at Stanford University. Learn more at museum.stanford.edu. Varied collection with special Rodin galleries and outdoor sculpture.
- Afternoon at leisure with a list of proposed activities in the area provided by the planning committee; hiking, historic sites, wineries, tech campuses, shopping, eating and more!!! San Francisco 30 miles, San Jose 15 miles, Napa and Sonoma Valleys 75 miles, Monterey, Carmel and Big Sur 90 miles away. Stay for a while!!!



Mount Holyoke College
Class of 1963



Mini-Reunion in Northern California

Dates: March 18-20, 2016

Place: Palo Alto, California in the Heart of Silicon Valley

Registration Fees

Total fee: \$250 per person includes meals, admission fees, and Saturday transportation

Deposit: \$50 per person

Please send with registration form to hold your place, indicate interest & help planning.

Final payment due: \$200 on February 1, 2016

Refund policy: No refunds after February 1, 2016

Check made out to: Mount Holyoke College Class of 1963

Send check & registration form to: [name and address]

Questions?

Registration: [name, email, phone]

Program: [name, email, phone]

We will be in touch in early 2016 to ask for meal preferences as well as your lodging information. At that time we'll send detailed information about weather, packing guidance, additional site to consider visiting, etc.

1963 Palo Alto Mini-Reunion Registration Form

Please complete and return with deposit.

Alumna name: _____

Guest name(s): _____

Address: _____

Email: (Please print clearly) _____

Telephone: (Cell please) _____

Hotel: Sheraton Palo Alto? Y N
Other? _____

Payment

Please find enclosed:

___ Alumna deposit (\$50). I will pay the remaining balance of \$200 by February 1, 2016.

___ Guest deposit (\$50). I will pay the remaining balance of \$200 by February 1, 2016.

___ Alumna total fee (\$250)

___ Guest total fee (\$250)

Total enclosed: _____

We look forward to seeing you in Silicon Valley in 2016!