

## Class Reunions

The UNGAA hosts class reunions based on alumni interest with the class year prior and after included. Generally, reunions are held Alumni Weekend and Gold Rush Weekend. Successful reunions require a group of dedicated alumni play a significant role in promoting and planning the event. Reunions are hosted for these class anniversaries: 20, 25, 30, 40, 45, 50, 55, 60 year reunions. Reunions are one day events, with the exception of 50<sup>th</sup> reunions.

### Planning Committee

- 3 -5 alumni commit to serve on the planning committee; 1 or 2 serving as chair/co-chairs
  - Planning Committee members are active members of UNGAA
- Planning Meetings:
  - Initial in person planning meeting can be held at the Office of Alumni Relations or by phone
  - Subsequent meetings held via email or phone
- Reunion date, time & location scheduled with Office of Alumni Relations
  - Reunion Weekends:
    - Other than 50<sup>th</sup> class reunions, all others are typically held either Alumni Weekend or Gold Rush Weekend; when exceptions are made reunions are March – November
    - Alumni Weekend is typically 3<sup>rd</sup> weekend in April; reunions are held Friday evening of AW
    - Gold Rush weekend is 3<sup>rd</sup> weekend in October
  - Campus location options: Dining Hall Banquet Room, Alumni House, Pine Valley, Memorial Hall, Promenade (site of former baseball field)
  - Off campus locations in Dahlonega: Committee coordinates location, reservations and food services. Per person cost will increase due to payment for event site.
    - A listing of area venues is outlined in the excel [Dahlonega-Lumpkin County Venues](#), that is on the alumni website.

### Planning Committee Event Details Checklist

- Determine these preferences and provide to Office of Alumni Relations:
  - \_\_\_\_\_ Formal or informal
  - \_\_\_\_\_ Location
  - \_\_\_\_\_ Start/end time (bar service is provided for 3 hours)
  - \_\_\_\_\_ Menu and meal cost
- Additional optional activities:
  - \_\_\_\_\_ Campus Tour
  - \_\_\_\_\_ Corps of Cadet Update
- 50<sup>th</sup> anniversaries can have up to three events:
  - \_\_\_\_\_ Friday evening informal gathering
  - \_\_\_\_\_ Brunch hosted by President Bonita Jacobs
  - \_\_\_\_\_ Saturday evening dinner

### Marketing

- Recruit alumni to solicit for email & phone numbers & encourage attendance
- Encourage non-UNGAA members to join the alumni association
- Social media
  - Create and manage a Reunion Facebook page

- Use personal social media to promote the reunion
- Select 10 pictures from class yearbook for use in electronic and hard copy invitation
  - Small group photos work best, 3-8 people in the picture
  - Include most if not all from the particular class
  - Refrain from photos of deceased classmates
  - Candid and serious poses
  - Organizations: Sports, ROTC, Clubs

### Scholarships

- If there is a class scholarship, work with Annual Giving Officer to raise funds for the scholarship  
These classes have class scholarships: '51, '52, '57, '59, '61, '64, '69, '72, '73, '75, '79

### Optional

- Responsibility of planning committee:
  - \_\_\_\_\_ Detailed decorations (i.e. fresh flowers, special lighting)
  - \_\_\_\_\_ Memorial tribute table
  - \_\_\_\_\_ Personalized name badges w/class photos
  - \_\_\_\_\_ DJ or live band
  - \_\_\_\_\_ Class photographer (photographer provided for 50<sup>th</sup> reunions)

### Food

- If coordinated by campus food vendor:
  - \_\_\_\_\_ \$25 - \$35\* for informal meal (i.e. BBQ, slaw, chips) or heavy appetizers
  - \_\_\_\_\_ \$40 - \$50\* for formal meal (buffet or seated)
  - \_\_\_\_\_ Non-UNGAA members pay \$5 upcharge
  - \_\_\_\_\_ Cash bar for beer & wine served for 3 hours
  - \*suggested pricing based on campus vendor's menu
- If event is off campus:
  - \_\_\_\_\_ Keep price range as described above and have cash bar service
  - \_\_\_\_\_ Non-UNGAA members pay \$5 upcharge

### Coordinated by Office of Alumni Relations

- Electronic copy of class roster for class of, year prior & after
- List of deceased classmates
- Electronic save the date sent 6-9 months prior to event
- Hard copy & electronic Invitations sent 12 weeks prior
- Campus tour
- Corps of Cadet Update
- Day of Event:
  - Name Badges
  - Display sign of deceased classmates (upon request)
  - Basic centerpiece décor
  - Entertainment - school era music via Spotify
- Post Event:
  - Reunion survey and event photos sent electronically

### UNG Administrators

UNG President & specific administrators are informed of reunion dates; scheduling permitting one of them can attend, if requested by planning committee, well in advance.