THANK YOU FOR HELPING PLAN YOUR CLASS REUNION!

We are extremely proud of the accomplishments, both personal and professional, of Gustavus alumni and want to provide an opportunity for Gusties to come back to campus and celebrate the success of your class. It is our desire to make this process smooth, enjoyable, and unique to the personality of your class. This is possible with the help of this Class Reunion Planning Guide.

Please take some time to review the enclosed materials and remember that we are here to help every step of the way. Thank you again for continuing a strong Gustie tradition of community, excellence, and leadership.

Go Gusties!

Office of Alumni & Parent Engagement

GUSTAVUS Alumni Association

BASIC FALL REUNION SCHEDULE

Saturday
- Breakfast
- Registration (ongoing)
- Alumni College
- All Gustie Lunch
- Memorial Service
- Tours (campus, sculpture & arboretum)
- Athletic games
- Reunion Dinner*
- Social*
- Activity*

BASIC SPRING REUNION SCHEDULE

Friday
- Registration (ongoing)
- Tours (campus, sculpture & arboretum)
- Activity*
- Reunion Dinner*
- Social*

Saturday
- Breakfast/Brunch*
- Alumni College
- Reunion Lunch/50 Year Club Lunch*
- Tours (campus, sculpture & arboretum)
- Alumni Banquet
- Orchestra Concert
- Social*

Sunday
- Baccalaureate
- Brunch (Torrey Atrium)*
- Commencement lineup

* Reunion committee will be in charge of planning designated events.

CHECKLIST

- Determine the event date
- Reserve meeting rooms
- Arrange for food and/or beverages
- Publicize your event
  - College calendar
  - Class letter
  - News release
  - Email campaign
  - Social media
  - Personal invitation
- Request printed materials
- Reserve audio-visual equipment
- Reserve on-campus housing*
- Inquire about ticketing services
- Organize Memorial Service
- Enjoy!!

* Spring Only
OFFICE OF ALUMNI & PARENT ENGAGEMENT

A member of the Engagement team will work with the reunion committee to help you prepare and plan for your reunion. Responsibilities of the Alumni & Parent Engagement Office include but are not limited to:

- Work with chairperson to identify and recruit reunion committee members
- Advise and assist the reunion committee
- Reserve event space on and off campus
- Coordinate with Media Services & Physical Plant for equipment
- Suggest Gustavus affiliated speakers
- Serve as a liaison to on-campus departments (Campus Safety, Residential Life, Dining Services)

Reunion Committee

The first step to successful reunion planning is to establish a committee comprised of your peers that will help share in the decision-making, planning, and communication responsibilities.

The Alumni & Parent Engagement is able to provide the names and contact information of past volunteers to help recruit committee members. It is beneficial to have volunteers from diverse academic programs and extracurricular backgrounds to help represent the wide scope of your class’s interests.

Planning can be done in person, over the phone, or via email, so we welcome all volunteers regardless of location! The time commitment made by a committee member will vary depending on committee size, stage of the planning process, and group efficiency. On average, a member will spend one to three hours a week working on reunion planning with the majority of time spent communicating with peers via email or social networks.

INITIAL MEETING

When the Reunion Committee has been established, they will connect with the Alumni & Parent Engagement, either in person or via conference call, to review the initial outline of the reunion schedule. This meeting will help to identify the work that needs to be done, brainstorm class activities, and establish a working timeline for committee responsibilities. Following the initial meeting, the majority of planning can be done electronically with in-person meetings scheduled as needed.

COMMUNICATION

The most important role of a reunion committee member is to communicate with your classmates regarding the reunion. Class letters, phone calls, emails, and social media are all ways we encourage you to help spread the word to others and promote participation.

We recommend that the committee write several letters/emails building up to the reunion. The actual distribution of all communication (letters, email, or postcards) will be handled by the Alumni & Parent Engagement. As with most event planning, word of mouth and personal invitation is still the most effective tool. Gustavus has set up an alumni contact site to provide you with the contact information for your peers.

You may not be aware but there is an official Gustavus webpage for your graduation class! We encourage you to refer to this webpage when communicating with your peers as it will have current reunion weekend details.

CLASS GIVING

Reunion giving is a special component of the Gustavus Annual Fund that seeks increased support from alumni who are celebrating a reunion. Gifts to the College tend to fall into one of the following three categories:

- Gifts for Today: gifts given to the Annual Fund, sustaining gifts, multi-year pledges and matching gifts.
- Gifts for Tomorrow: special gifts to capital/facility projects, class scholarships and other endowment funds.
- Gifts for the Future: assets given to Gustavus at a future date, usually associated with retirement or estate plans.

The Alumni & Parent Engagement Office will work with your class officers to identify appropriate reunion gifts and goals and to develop a strategy for seeking support.

FOLLOW-UP

It is beneficial to recap the event with photos, highlights and memorable moments from the weekend. This letter/email can be a compilation of thoughts from multiple individuals. The printing, publishing, and distribution will be handled by the College.

You are also encouraged to post on your class’s Facebook group and Gustavus webpage.

CONFIDENTIALITY STATEMENT

To protect the personal contact information of your peers, we ask that all reunion committee members sign a confidentiality statement. This form will need to be returned before access is given to the alumni contact site.
LOCATIONS ON CAMPUS
Room reservations on campus are made on a first-come, first-serve basis so you will need to contact the Alumni & Parent Engagement Office to check availability. The following rooms can be used for socials, activities, and meals. Locations that are often used for reunion gatherings include:
- Torrey Atrium in Beck Hall
- Melva Lind Interpretative Center in the Arboretum
- Nobel Hall
- Folke Bernadotte Memorial Library
- Campus Center Banquet Rooms
- The Dive
- Courtyard Café
- Linner Lounge
- Eckman Mall
- Alumni Hall (spring only)
- Christ Chapel

TOURS
Tours are a staple activity built-in to reunion weekends and include tours of the campus, art sculptures, and the Arboretum. Current Gustavus students will lead the guided tours.

ACTIVITIES
There are many ways to personalize your reunion with activities and events throughout your reunion weekend. Regardless if your reunion is held during the Great Gustie Gathering (Homecoming) in the fall or over commencement weekend in the spring, below is a list of potential activities for your class to choose from:
- Social downtown St. Peter
- Wine tasting
- Golf outing
- Live music/sing-along
- Video scrapbook
- Seven Mile Creek Park hike

You are not limited to this list, so please feel free to be creative. If you have an activity in mind, please communicate that with our office and we will help incorporate it into the reunion schedule.

CLASS PHOTO
Reunions held in the spring will have their class photo taken by a professional photographer. The time and location of the class photo will be scheduled into the reunion weekend. Reunions happening in the fall will also have an opportunity to take a class photo but will need to be arranged through the Alumni & Parent Engagement Office.

MEMORIAL/VESPER SERVICE
Reunion classes will have the opportunity to hold a memorial service or vespers while on campus. An interclass memorial service will be held in the fall during the Great Gustie Gathering (Homecoming) but any reunions held in the spring can host a service for their specific class. A member of your class is invited to officiate or provide special music for the service; otherwise the College can collaborate with the Chaplains’ Office to provide those services.

ALUMNI COLLEGE
Alumni College provides alumni an opportunity to strengthen their passion to lifelong learning through interactive, innovative, intellectual seminars led by Gustavus faculty, staff, and fellow alumni. Alumni College sessions have already been incorporated into your reunion weekend, but we welcome suggestions for speakers and topics of interest to your class.

FOOD
The Gustavus Dining Service provides incredible food and dining experiences for every event. From appetizers, to lunch buffets to seated dinners, Gustavus Dining Service does it all! Please refer to the Gustavus Dining Service insert for food details and pricing.

Dining services is able to cater to any special dietary restrictions or food allergies as well as any special food requests.

PROMOTIONAL MATERIALS
Another way to personalize your event is to provide give-away items to guests. These items can range from simple items such as key chains and coffee mugs to larger more unique items like Gustavus blankets. You will have the opportunity to work with the Alumni & Parent Engagement staff to select these items which will be included into the cost of each individual event.