

# Knox College Reunion Guidelines

## Reunion Objectives

1. Make Reunion a fun and rewarding event for all involved.
2. Renew and strengthen the ties between classmates and between the classmate and Knox College.
3. Increase awareness of Knox College: help classmates become more aware of where/how to find the most updated information about Knox and communicate the importance of giving to Knox.

## Overview of Responsibilities

### Alumni Relations Staff

- Provide contact list
- Set up email list
- Produce mailings
- Compile Reunion booklets
- Manage RSVPs through mail and online registration
- Reserve blocks of motel rooms
- Staff on-campus registration
- Provide name badges
- Make arrangements for Reunion Class photos
- Serve as liaison between Reunion volunteers and Knox staff and faculty
- Promote Reunion via the Homecoming brochure, *Gizmogram*, [www.knox.edu/alumni](http://www.knox.edu/alumni) and *Knox Magazine*

### Reunion Volunteers

- Recruit Reunion committee members
- Plan special Reunion activities
- Notify Alumni Relations by April 15 of special activities for inclusion in the Homecoming brochure
- Stay in regular communication with classmates and College liaison
- Attend Reunion activities and facilitate interaction between guests

## Items of Note

- Utilize popular social networking tools such as Facebook.
- Plan events that will express the needs, interests, and personality of the class.
- Classes may choose to stay together at one local hotel. Hotels with blocks already reserved by the College are noted at [www.knox.edu/Alumni-and-Friends/Events-and-Photos/Accommodations](http://www.knox.edu/Alumni-and-Friends/Events-and-Photos/Accommodations). Once you've selected the hotel of your choice, communicate it to your College liaison and then the class. Ask the class members to say "Knox Homecoming" when making their reservation at the selected hotel. The local number should be used to get the special Knox rate.

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- Work with your committee to determine whether to assemble photo collage posters, electronic slide shows, displays of memorabilia, or the sale of souvenir t-shirts, coffee mugs, or other items commemorating the Reunion weekend.
- Optional events include: tailgating before the football game, a program at an exclusive Saturday night event, a gathering such as a Sunday brunch at the home of a local alumna/us, invitation of selected faculty to attend class-specific events.

### Basic Schedule for Homecoming Weekend

<b>Friday</b>	10 a.m.—4 p.m.	Attend classes with Knox students
	10 a.m.—7 p.m.	Homecoming registration
	4 p.m.	Faculty or alumni lecture or panel discussion
	6 p.m.	Hall of Fame Induction Ceremony & Banquet
	7 to 10 p.m.	Taste of Galesburg All-Class Reception
<b>Saturday</b>	7:45 a.m.	5K Walk/Run
	9 a.m.—1:30 p.m.	Homecoming registration
	10 a.m.	Homecoming Convocation
	11:20 a.m.—1 p.m.	Reunion class photos
	1 p.m.	Knox Football game
	4 p.m.	Ice Cream Social & Open Houses
	6—8 p.m.	Homecoming Dinner

Many other activities such as tours, learning opportunities, athletic events, and affinity gatherings fill the Homecoming schedule.

**For the long, long road to alma mater is the road that leads us home . . .**

**Come home to Knox!**