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Proposed as of April 1, 2008 – complete schedule to post on website early August and mail by mid-September.

LaGrange College HOMECOMING 2008
October 17 – 19, 2008

It's time for your class reunions


All REUNION CLASSES will receive an additional mailing from their class coordinator about the special plans for their reunion with their classmates.

Friday, October 17, 2008

Tom Duckett Golf Tournament
1:30 p.m. Highland Country Club, 2 p.m. tee off
Entry Fee - $TBA - a portion of the entry fee is tax deductible
Proceeds to the LC Athletic Department
Contact Bill Hardy ’68 – 813-508-5016 (cell) or 941-751-8009 (home)

50th Reunion Dinner for Class of 1958 - Hosted by President and Mrs. Stuart Gulley
6:00 p.m. Reception – Sunny Gables Alumni House
7:00 p.m. Dinner – Dickson Assembly Room

Saturday, October 18, 2008

2008 5K Run and 1 Mile Walk!
8:00 a.m.
Location to be determined

2008 Alumni Celebration
Callaway Auditorium – 11 a.m. – (Casual dress)
Recognition of the Class of 1958, Presentations of the Spirit of LaGrange Award to the Class of ?? and the Alumni Giving Award to the Class of ??, Recognition of Class Year Scholars, President’s Address, Presentations of Shackelford Distinguished Alumnus Award and Wall of Outstanding Alumni Awards.
Music ????? – Student Activity and/or recognition

Lunch on the Lawn – noon
A new LaGrange College tradition!! Join other LaGrange College alumni and families in the front area of Callaway Auditorium for lunch starting at noon. We encourage you to bring your children – music and kids activities will be available for their enjoyment. Bring your blankets (tables, tents, and chairs will also be available) and enjoy the afternoon outside on the Callaway Campus.

LaGrange College Panthers vs. Westminster College Blue Jays
1 p.m. – Callaway Stadium
LaGrange College Homecoming Tradition! Join the rest of the Panther fans and cheer the Panthers to victory. Wear your red and black, bring your pom poms. Coach Todd Mooney and the team are sure to have an exciting game for you. Announcement of the 2008 Homecoming Queen and King, Parade Float Winner and Banner Winner.

Sunday, October 28, 2007

Alumni and LaGrange College Community Memorial Service
11 a.m. - The Chapel
Celebration of Alumni and the members of the LaGrange College Community who have passed away since Homecoming 2007:

Wesley Fellowship Luncheon
Noon
Smith Hall, Bailey Room

Lunch Buffet
11 a.m. - 1 p.m.
Margaret A. Pitts Dining Hall - $6.95 per person, pay at door

Location and Time to be determined for the following:

Registration
Class Reunion Pictures
Sports Hall of Fame Induction
Parade
Soccer Game
Greek Alumni Society Party
Theatre Production
WHY CLASS REUNIONS?

People attend class reunions because:

A. They’re a great way to sport your new “distinguished” look to old friends.
B. They help prove the hypothesis that the nerds really are more successful.
C. It’s a good time to return the overnight reference book you borrowed from the library in 1965 (total fine: $16,940).
D. It’s the best way to reconnect with LaGrange College and the best friends you have ever made.

ANSWER: All of the above (but mostly D!)

Why do alumni return to LaGrange College for a class reunion? Surely LC alumni could find a way to return to “the hill” or to investigate admission for their offspring without attending a class reunion. The truth is that while these reasons are incentives for returning to campus, most people attend reunions to maintain ties with those who shared the LC experience with them. For better or worse, old campus or new, during the war years or civil disobedience, LaGrange College made a difference in people’s lives.

Alumni desire the opportunity to reflect on their life at LaGrange College and how it has impacted their lives. Reunions give alumni an opportunity to say thank you.

The Homecoming and Reunion festivities are the largest gathering of LaGrange College alumni in one place each year. What a great opportunity to reminisce and support LaGrange College simultaneously.
LAGRANGE ACCOMMODATIONS

Call for rates – Tell them you are coming to LaGrange College’s Homecoming

AMERHOST – 107 Hoffman Drive
(behind Waffle House and Cracker Barrel)
(706) 885-9002
www.amerihostinn.com
Hospitality Suite available – inquire for details

COMFORT INN - 1512 Lafayette Parkway
(706) 882-7700
www.comfortsuites.com
Hospitality Suite available – inquire for details

DAY’S INN - 2606 Whitesville Road
(706) 882-2881
www.daysinnlagrange.com

HOLIDAY INN EXPRESS – 111 Hoffman Drive
(behind Waffle House and Cracker Barrel)
(706) 812-8000
www.basshotels.com/hiexpress

JAMESON INN – 1511 Lafayette Parkway
(706) 882-8700
www.jamesoninns.com

BEST WESTERN – 1513 Lafayette Parkway (Old Ramada)
(Lafayette Garden Inn)
(706) 884-6175
(Complimentary Suite with 15 rooms)
www.LafayetteGardenInn.com

HAMPTON INN - 100 Willis Circle
(706) 845-1115
www.hamptoninn.com

THYME AWAY BED & BREAKFAST – 508 Greenville Street
(706) 885-9625
www.cityoflagrange.com

All hotels listed are off I-85, exit #18, except for the Hampton Inn, exit #14, and Day’s Inn, exit #13.
inCircle – an amazing communication tool!

Visit www.lagrange.edu and click “alumni” then click “inCircle”

Since the launch of inCircle, thousands of alumni and friends have built their own circle of friends, located others with similar interests or careers, used message boards, and even posted a blog. Alumni have the ability to upload personal photos, announce events and post on the message board where topics in “Advice, For Sale, Housing, Jobs, Personals, Sports, Tickets, General and Personal Blogs.” This site is password protected, so only LaGrange College alumni will be able to visit.

In addition to that, thanks to your feedback, we’ve enhanced the functionality to make your experience even better. Come say hello to your friends and check out the new features including:

- **Groups** let you easily share thoughts, events, and photos with local clubs, industry groups, or groups of friends and are now searchable!
- **Blog fees** allow you to share your blog and read others with RSS
- Enhance unlimited **photo sharing** lets you securely share photo albums and view slideshows
- **Yahoo! Maps** integration shows you a map of where your friends live
- And much, much more!

Expand your Circle! The bigger your network, the more valuable it becomes. Visit www.lagrange.edu/alumni and click inCircle to update your profile and find out what your friends are up to! If you haven’t registered yet here’s how to do it:

1) Go to www.lagrange.edu/alumni and click inCircle
2) Enter your registration information, birthdate, alumni ID, etc.
3) Login and start adding your friends to your network

This service is brought to you courtesy of the LaGrange College Alumni Association. inCircle is an amazing tool to use for communication with your friends.

Enjoy!
# REUNION PLANNING TIMELINE

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit a Reunion Planning Committee</td>
<td>Class Coordinator</td>
<td>January – April</td>
</tr>
<tr>
<td>Meet with planning committees to kick off planning</td>
<td>Staff/Committees/Class Coordinator</td>
<td>End of March</td>
</tr>
<tr>
<td>(Handbook and class lists provided by staff)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish inCircle group if not already in place</td>
<td>Class Coordinator</td>
<td>End of March</td>
</tr>
<tr>
<td>Discuss general plans for reunion weekend</td>
<td>Committees</td>
<td>March – April</td>
</tr>
<tr>
<td>Decide on location of Reunion motel</td>
<td>Committees</td>
<td>March 5</td>
</tr>
<tr>
<td>Homecoming Save the Date article in Spring Columns</td>
<td>Alumni Staff</td>
<td>April</td>
</tr>
<tr>
<td>Turn in content for first promotional letter/memory form to the Office of Alumni and Family Relations*</td>
<td>Committees</td>
<td><strong>Friday, May 9</strong></td>
</tr>
<tr>
<td>Deadline for Columns – Homecoming Schedule to Office of Alumni and Family Relations</td>
<td>Committees</td>
<td>May 7</td>
</tr>
<tr>
<td>Format, print, prepare, and mail the first letter/memory form</td>
<td>Alumni Staff</td>
<td>First of June **</td>
</tr>
<tr>
<td>Continue program plans (activities, budget, menu, souvenirs, entertainment)</td>
<td>Committees</td>
<td>May/June</td>
</tr>
<tr>
<td>Planning Report, Expenses Worksheet, and <strong>content for final letter due</strong> (full details including cost, location, etc.)</td>
<td>Committees/Class Coordinator</td>
<td><strong>Monday, June 23</strong></td>
</tr>
<tr>
<td>Deadline for Homecoming Brochures to Office of Alumni and Family Relations – will mail the 2nd week of September</td>
<td>Committees</td>
<td>June 23</td>
</tr>
<tr>
<td><strong>Deadline for Class Memory forms</strong></td>
<td><strong>Committees</strong></td>
<td><strong>June 1</strong></td>
</tr>
<tr>
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</tr>
<tr>
<td>Print and send second letter, response form</td>
<td>Alumni Staff</td>
<td>End of August / Middle of September</td>
</tr>
<tr>
<td>CRUCIAL! Call, write, and email classmates and encourage them to come! (Coordinator with Class Coordinator)</td>
<td>Committees</td>
<td>September – October</td>
</tr>
<tr>
<td>Finalize plans with venues</td>
<td>Committees/ Alumni Office</td>
<td>Friday, September 7</td>
</tr>
<tr>
<td>Collect and process reservations</td>
<td>Alumni Staff</td>
<td>September – October</td>
</tr>
<tr>
<td>Print and bind class memory books</td>
<td>Alumni Staff</td>
<td>September 8 – 9</td>
</tr>
<tr>
<td>Notify Office of Alumni and Family Relations the name of who will carry your Reunion Banner at the 2007 Alumni Convocation.</td>
<td>Class Coordinator</td>
<td>October 3</td>
</tr>
<tr>
<td>Prepare nametags, desired decorations, etc. (also check people in on Friday night and collect $ from walk-ins) ***</td>
<td>Committees</td>
<td>October 15 – 16</td>
</tr>
<tr>
<td>Submit your pictures to be printed in <em>Columns</em> and to be displayed on the Alumni website.</td>
<td>Committees</td>
<td>October 31</td>
</tr>
<tr>
<td>Follow-up letter to Office of Alumni and Family Relations (Sample enclosed)</td>
<td>Committees</td>
<td>November 9</td>
</tr>
</tbody>
</table>

* memory form available only for classes in 40th, 45th, or 50th reunion
** willing to mail earlier at request of class coordinator
*** arrangements for class in 50th reunion handled by Office of Alumni and Family Relations

**Communications – phone, mail, email and inCircle make a difference!**
PROGRAMMING IDEAS

Determining the weekend’s activities is the main purpose of your committee. Typically, most classes plan the activities below. Feel free to expand upon these if you wish. Also, we encourage you to invite LaGrange College faculty or staff as your special guests. To do this, you must submit your requests to the Office of Alumni and Family Relations’ staff by August 15 so we can coordinate schedules. This is generally handled on a first-come first-served basis.

2008 ALUMNI CELEBRATION on Saturday, October 18 at 11 a.m. at the Callaway Auditorium. This is a unique Homecoming event available to all alumni. Your class will be recognized as your class representative carries in your class banner (featured on cover) during the processional. President Gulley will present the news of the College. Also the Class of 1958 will be recognized and the following awards will be presented: the Spirit of LaGrange Award, the Alumni Giving Award, the Shackelford Distinguished Alumnus Award, and the Wall of Outstanding Alumni. Recognition of Class Year Scholars will also take place. (Casual Dress)

FRIDAY OR SATURDAY NIGHT DINNER OR RECEPTION: This is your more formal gathering. Below are some of the issues with which you will need to be concerned:

- **Menu/Table decorations:** You must make decisions on the food and any decorations for the evening. Please note that your dinner will be the most expensive part of the event so please plan accordingly. Prices can range from $14 for heavy hors d’oeuvres or less expensive dinners to $25 for a sit down dinner. *It’s a good idea to design your budget with all income levels in mind.*

- **Class Memory Books:** A favorite activity for many reunion classes is the questionnaire. If you plan to use one, you will need to complete your content and send it in with your first committee letter in the spring. The Office of Alumni and Family Relations will handle the formatting, processing and distribution for a minimal fee per person ($5.00).
  
  Examples of items include:
  - Most memorable event, professor, course at LaGrange College
  - Messages to classmates
  - Children/Spouse information
  - What have you been doing the past XX years?

- **Equipment:** Podiums, head tables, etc. should be available through your facility. *Please arrange for any equipment you might need and be sure to build it into the cost of your evening.* We will work with you to secure any equipment that you have difficulty securing.

- **Class Picture:** Group photos of each reunion class can be taken Saturday morning at registration. Orders will be taken at that time.
• **Nametags/Napkins**: The Office of Alumni and Family Relations will provide all the peel-and-stick LaGrange College nametags you would like. You will need to make arrangements for more formal nametags if so desired. The Office of Alumni and Family Relations always makes the nametags for the 50th reunion.

• **Entertainment**: The possibilities are endless. All alumni enjoy the chance to catch up on the latest news. Consider these possibilities for “inside” your reunion:
  - A favorite faculty member or classmate as speaker
  - Slide/video show using classmates’ slides and photographs
  - Music from your era recorded or provided by class members
  - Pictures of classmates’ children on a bulletin board
  - A display of memorabilia from LaGrange College days including newspapers, pictures, etc.
  - Humorous or meaningful “Remember When” stories from classmates
  - A theme with decorations and activities related to it
  - Some of the most successful reunions have not had any program, so don’t feel pressured to “entertain” your classmates. People enjoy simply being together again as a class

**SATURDAY AFTERNOON GATHERING**: This could be a time following lunch or after the football game for your friends to gather in one of the rooms on campus, in someone’s home, or under the tent in front of Callaway Auditorium, to continue “Their Stroll Down Memory Lane.” Classmates often bring College scrapbooks as well as recent pictures to share with their friends.

**SGA EVENT** – to be determined

**RESTAURANTS IN LAGRANGE**: View list at [www.lagrange.edu/alumni/restaurants.htm](http://www.lagrange.edu/alumni/restaurants.htm) or [www.lagrangechamber.com/default.asp](http://www.lagrangechamber.com/default.asp). The LaGrange-Troup County site also informs you of our wonderful LaGrange area.
PROMOTION

Obviously, good promotion of your reunion will help attendance. It is very important to get the word out in a timely manner and to use as many resources as possible. The Office of Alumni and Family Relations will assist with most of these.

Mailings
(See following page for specific details regarding the content of your letters)
Mailings are critical in building enthusiasm early and communicating the key details of your weekend. The Office of Alumni and Family Relations will take care of formatting, printing, and mailing your letters. You just need to give us the content that encourages folks to attend. Try to make your letters fun and lively by pointing out the general reasons people attend reunions: chance to see old friends, relive the college experience, see campus, etc. See the timeline for deadline dates (pages 7 - 8). Please refer to the examples at the end of the handbook.

Phone Calls and Word of Mouth
Calling your classmates is absolutely the best way to encourage them to attend! Your planning committee can also make plans to make some calls yourselves.

inCircle - Visit www.lagrange.edu and click “alumni”

A Web site for LaGrange College alumni is part of a comprehensive redesign of the College’s Web presence. The Alumni and Admission pages have been among the first to reflect the major Web changes under way. The ultimate goal is for the entire College site to have a similar look and feel and to improve the ease of navigation for the user. Also, a new content management system is being implemented that helps simplify the process of keeping this “living document” up-to-date and accurate.

A significant part of the new destination is a tool called inCircle. With it, alumni and friends can build their own circle of friends, locate others with similar interests or careers, use message boards and even post a blog. Alumni have the ability to upload personal photos, announce events and post on the message board where topics include “Advice, For Sale, Housing, Jobs, Personals, Sports, Tickets, General and Personal Blogs.” This site is password protected, so only LaGrange College alumni will be able to visit.

Under the Giving to LaGrange section, visitors will find a more direct method of making an online gift to the College, information about the Loyalty Fund for Student Scholarships and information on volunteering for LC.

The Photo Gallery includes pictures from Class Reunions and Homecoming.

The News/Publications section includes Alumni Events, FYI (a weekly campus update), an improved calendar of events, a complete online version of Columns magazine and information on Continuing Educated Taste, the Alumni Association’s cookbook.
Our goal is to help you connect the past with the present in two ways: One – to stay in touch with treasured friends, and two – to provide a conduit for you to discover how your alma mater continues to “Challenge the Mind and Inspire the Soul” as it has done for the past 175 years.

**Emails**
You can request a list of all classmates with email addresses. You can choose which way you would like this formatted, so all you have to do is cut and paste those addresses into your To: box. This is an extremely effective and cost efficient way to remind your classmates to register for your reunion.
Content of your 1\textsuperscript{st} and 2\textsuperscript{nd} letters

1\textsuperscript{st} letter

The content of your first letter should be fairly general. This is mostly due to the fact that you will not know too many specifics when the deadline arrives. The purpose of this letter is to let your classmates know when the reunion weekend is as well as to outline the events of the weekend.

It is perfectly appropriate to simply state you will be having a reunion dinner or reception Friday night rather than say exactly when and where it will be held. You can also share that the class pictures will be taken Saturday morning on the lawn of Callaway Auditorium and give the details of the Alumni Celebration. Exact details are for the second letter.

This letter will get your classmates thinking about making a trip to LaGrange College as well as inform them of the dates! Another purpose of the first letter is to send your classmates an information sheet for the Memory Book. This is optional, but most classes enjoy receiving their Memory Book during their reunion.

For Memory Book ideas, see the programming section of this handbook as well as the example in the back of this book.

2\textsuperscript{nd} Letter

The second letter is where you will list all of the details of your reunion including prices, locations, times, dress, special instruction, etc. Included with this letter is a reunion schedule (specific to each class) to serve an “at a glance” reference for your classmates.

You will notice that the content of your second letter is due to me by June 23. That means you should have enough planned that you will know a per person price for each night. Things to consider include memory books, and dinner/reception (bartender, decorations, etc.). You don’t have to have exact numbers, but you must charge enough per person to cover all your costs. So, if you estimate the prices when writing this letter, you need to make sure you stick with that budget in the end.

You are probably realizing that most of the work needs to be done before June 23! Don’t worry – I can be a great resource for you and will help you with everything!

*** The Office of Alumni and Family Relations will format all your letters, so all you need to worry about is the text of these letters!
EXPENSES WORKSHEET

So what should your reunion cost? The 50th reunion dinner is paid for by LaGrange College. For all other reunions, the Office of Alumni and Family Relations will cover all promotional costs other than phone calls made off campus. **The Office of Alumni and Family Relations will collect all the money and pay all your bills, or if you would prefer to do this yourself, we would still need your help.** Please use the following as a guide to estimate your cost-per-person then include your final figures on the planning report. Some expenses will be quoted on a per person basis already. If not, just divide by your estimated attendance. Please be somewhat conservative even though optimism is strongly encouraged!

*It is imperative that the cost you set per person will cover all of your reunion expenses.* The Office of Alumni and Family Relations does not have a budget for reunions, aside from printing and mailing the promotional pieces. *We encourage you to underestimate the number that you plan on attending and figure your per person cost on a lower number.*

Estimated Number of People

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>ESTIMATED TOTAL COST</th>
<th>ESTIMATED COST/PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner/Reception, including tax and gratuity</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong> (VCR, slide projector, podium, Microphone, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Table Decorations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bartender fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Room Decorations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class Memory Books</strong></td>
<td></td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Name tags</strong> (if not peel and stick)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Weekend Expenses**

**Dinner/Reception Per Person**
HELPFUL HINTS AND SUGGESTIONS
(from those who have been through it a few times!)

- Diversify your committee as much as possible in order to reach as many classmates as possible.

- Divide your classmates up between your committee and have each member call a certain number of people.

- Start early!!!

- Plan on a lower amount of attendees to help cover costs.

- The casual drop in on Saturday afternoon following the football game is a good time for classmates to chat. Keep the Saturday event low or no cost. Many times the committee will bring homemade goodies instead of ordering food.

- Do the telephoning – a little nudging helps.

- Be orderly and on time with the Office of Alumni and Family Relations’ schedule. Everything will fall into place if you stay on schedule.

- Use WHOLE numbers in pricing for Friday night dinner/reception. Please round up to the nearest dollar.

- Designate a reunion motel for your class. Those classmates staying overnight enjoy staying at the same motel as their friends. You may also choose to have a hospitality room at the motel. Several class coordinators have reported the hospitality room a success. An accommodations list is included in this Planning Guide.
FINAL THINGS TO REMEMBER:

- Estimate for a lower number than you anticipate when formulating a per person price.
- Keep on track with the timeline provided on pages 7 - 8 of the handbook.
- The Office of Alumni and Family Relations cannot pay for (or reimburse) any alcohol expenses, therefore; **cash bars must be arranged for all events.** No where on your banquet bill can the words “wine, alcohol, liquor” appear.
- Keep the price as low as possible.
- **SAVE YOUR RECEIPTS!** We are unable to reimburse you for anything without a receipt!
- Check, double check, and triple check all details of your reunion several weeks before the event. Talk directly with the contact person at your venue.

You must let the Office of Alumni and Family Relations know three weeks in advance of any checks you need cut for the night of your reunion. We also need an invoice or contract which will state the amount to be paid and to whom to write the check. This will validate the check request.

Make sure your banquet contact person knows to send the invoice to our office after the weekend.

**Contact any time with questions!**  706-880-8773 or abrubaker@lagrange.edu
REUNION PLANNING REPORT

Class __________  Chair/Co-chair ________________________________________________

Friday Plans

1. Location of Reunion dinner/reception
   __________________________________________________________

2. Times for gathering: Start ___________  End (if applicable) ________________

3. Menu:
   __________________________________________________________
   __________________________________________________________

4. Are peel and stick nametags needed: ________________________________

5. If yes, send where? ____________________________________________

6. Are LaGrange College napkins needed? _____________________________

7. If yes, send where? ____________________________________________

8. Price per person for Friday night _________________________________

Saturday Plans

1. Location for event ________________________________________________

2. Time for reception (if applicable)  Start ___________  End ________________

3. Menu: _________________________________________________________
   __________________________________________________________

4. Decorations (table, other): ______________________________________
   __________________________________________________________
   __________________________________________________________
5. Equipment to be used (podium, microphone, TV/VCR/DVD, etc.)
________________________________________________________
________________________________________________________
________________________________________________________

6. Special LaGrange College guests requested ___________________  
________________________________________________________
________________________________________________________

7. Peel and stick nametags needed? ____________________________  
________________________________________________________

8. If yes, who will pick up at Sunny Gables Alumni House on October 17? ______
________________________________________________________

9. Need copies of the yearbook at your event? ___________________  
________________________________________________________

10. If yes, who will pick up at Sunny Gables Alumni House on October 17? ______
________________________________________________________

11. Do you want the class memory books? (only available for classes in 40th, 45th and 50th reunion) ____________________________  
________________________________________________________

12. If yes, who will pick up at Sunny Gables Alumni House on October 17? ______
________________________________________________________

13. Do you want a class picture taken during the evening? ________  
________________________________________________________

14. If yes, what time would you like to schedule a photographer? ________  
________________________________________________________

15. Do you plan on having any entertainment? ____________________  
________________________________________________________

16. If yes, what? __________________________________________
________________________________________________________
# FINAL EXPENSES

Estimated Number Attending

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>ESTIMATED TOTAL COST</th>
<th>ESTIMATED COST/PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dinner</strong>, including tax and gratuity</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong> (VCR, Slide Projector, Podium, Microphone, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Table Decorations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bartender fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Room Decorations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entertainment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class Memory Books</strong></td>
<td>$ 5.00</td>
<td></td>
</tr>
<tr>
<td><strong>Name tags</strong> (if not peel and stick)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Friday Night Expenses**

**Saturday Expenses**

**Total Weekend Expenses**

**Friday Per Person**

**Saturday Per Person**

**Please round up to the nearest dollar for the per person price.**
EXPENSE REIMBURSEMENT FORM

- Please attach your receipts – LaGrange College cannot reimburse you without one!

Name ___________________________________________ Class Year __________

Date of Request ________________________________

Amount of Reimbursement Requested ____________________________

Expense Description:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Address to which reimbursement should be sent:

__________________________________________________________

__________________________________________________________

__________________________________________________________

** If you turn in a request more than one month before Homecoming, your check will be sent to you prior to Homecoming. Barring any special requests or emergencies, any reimbursement made less than one month prior to Homecoming will be fulfilled shortly after Homecoming.

REMEMBER TO RETURN THIS WITH YOUR RECEIPTS!
THE FOLLOWING PAGES ARE EXAMPLES OF LETTERS AND INFORMATION SENT TO CLASSES IN REUNION