

BYU LAW SCHOOL REUNION PLANNING GUIDE

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GOALS OF THE BYU LAW SCHOOL REUNION PROGRAM

Each year, BYU Law School welcomes alumni back to campus for Reunions. This is a time to reunite with classmates and friends - it provides opportunities for renewing old friendships, networking, exploring the current campus, and a chance to visit old haunts. The campus hosts reunions for the 30th, 25th, 20th, 15th, 10th, and 5th year classes, which are planned and executed by class representatives for each of these classes.

RESOURCES FOR REUNION PLANNING

Successful reunions start with advanced planning and by gathering a core of volunteers to form a class reunion committee. This Handbook and other tools available on our website <http://www.byulaw.org/> provide helpful resources and suggestions as you organize and plan. For example, in addition to the information contained in this handbook, class officers have access to the Alumni Directory <https://www.law.byu.edu/Alumni/Directory>. You will also find up-to-date information about current events, calendars and programs for both the BYU Law Alumni Association and the J. Reuben Clark Law Society at <http://www.byulaw.org/events/calendar.php>.

The information contained in this book is valid for Fall of 2009. For the latest information, please visit <http://www.byulaw.org/alumniweekend/classreunion.php>

For additional questions or comments, please contact:

Roberta Lawler
Alumni Services Coordinator
BYU Law School
Brigham Young University
239C JRCB
Provo, Utah 84602
Direct: 801. 422.4125
Fax: 801.422.0392
Email: lawlerr@law.byu.edu
Website: www.law.byu.edu

BYU LAW SCHOOL ALUMNI ASSOCIATION

The BYU Law School Alumni Association and Law School staff are available to help you in your reunion planning. The Alumni Association is devoted to assisting the Law School in fulfilling its educational and professional mission and to serving the professional needs of its members by:

- Fostering lasting relationships with law students, alumni, and the legal community
- Supporting Law School annual and special fundraising efforts
- Facilitating communication between class members and all alumni
- Planning and supporting alumni and law student events

The following is a roster and the contact information of current Alumni Association officers, class representatives from reunion year classes, and Law School staff who are available to help you.

2009- 2010 ALUMNI ASSOCIATION EXECUTIVE COMMITTEE

Alumni Association Board

<http://www.byulaw.org/aboutus/photoroster%202009.pdf>

Mark Linderman '89 , President (mlinderman@sommenschein.com)	415.882.5000
Tani Pack Downing '91 , President-elect (t Downing@utah.gov)	801.538.1504
Gary Winger '92 , Vice President (gwinger@kmclaw.com)	801.328.3600
Jonathan Hafen '91 , Immediate Past President (jhafen@parrbrown.com)	801.532.7840
Matt Richards '97 , Events Committee Chair (mrichards@kmclaw.com)	801.328.3600
Tom Christensen '82 , Giving Committee Chair (tomchristensen@gmail.com)	702.870.1000
Elaine Monson '89 , Membership Committee Chair (emonson@rqn.com)	801.323.3346
Marty Slater '82 , JRCLS Liaison Project Co-Chair (m Slater@thesteadfastgroup.net)	413.585.2061
Mike Allen '81 , JRCLS Liaison Project Co-Chair (allenml@ballardspahr.com)	801.517.6803
Scott Cameron , Associate Dean (camerons@law.byu.edu)	801.422.1407
Mary Hoagland , Executive Director (hoaglandm@law.byu.edu)	801.422.7831
Roberta Lawler , Alumni Services Coordinator (lawlerr@law.byu.edu)	801.422.4125

2010 REUNION CLASS REPRESENTATIVES

Five Year Reunion – Class of 2005

Lane Smith
Natalie Morris

Ten Year Reunion – Class of 2000

Christy Smith
Eric Baxter

Fifteen Year Reunion – Class of 1995

Bret Rich
Kim Buhler
George Cicotte
Reid Lambert

Twenty Year Reunion – Class of 1990

Melinda Hibbert
Reid Lambert

Twenty-five Year Reunion – Class of 1985

Mary Louise LeCheminant
David Bertoch
Dan Ditto

Thirty Year Reunion – Class of 1980

Jonathan Duke
Stephen Fluckiger

BYU LAW ALUMNI & CAREER SERVICES OFFICE

- Mary Hoagland**, Assistant Dean 801.422.7831
hoaglandm@law.byu.edu
Responsible for the complete, integrated management of the Association staff; implements all BYU LAW SCHOOL policies, represents the BYU LAW SCHOOL to all constituencies.
- Roberta Lawler**, Alumni Services Coordinator 801.422.4125
lawlerr@law.byu.edu
Coordinates alumni events, reunions, website, newsletter and other special events for the BYU Law School Alumni Association.
- Beth Hansen**, Director of Career Services 801.422.4572
beth@lawgate.byu.edu
Career and placement counseling with law students and alumni; plans and implements placement events; provides classes and programs.
- MariLee Allred**, On Campus Recruiting/Public Interest 801.422.1857
allredm@law.byu.edu
Fall and Spring OCIs, Employer Outreach, Public Interest & Pro Bono Opportunities, Manages Symplicity for Students, Alumni, and Employers
- Karen Andrews** Off Campus Recruiting/Externships 801.422.5479
andrewsk@law.byu.edu
Off Campus Recruiting Coordinator (Washington DC/New York, So. Cal, Las Vegas, Chicago, Seattle, Portland) & Externship Advisor and Coordinator
- Jeremy Turcios**, Database Coordinator 801.422.5514
dbcoord@lawgate.byu.edu
Updates Alumni and J. Reuben Clark Law Society member information. Create accounts for new J. Reuben Clark Law Society members
- Karin Erb**, Morning Secretary 801.422.3685
cssec@lawgate.byu.edu
Responsible for updating Intercollegiate Job Bank. Processes reciprocity requests. Manages research pool.
- Jessica Petersen**, Afternoon Secretary 801.422.3685
cssec1@lawgate.byu.edu
Assist with organization and logistics of Career Services and Alumni activities; manage job postings; perform general office duties.

REUNION CLASS REPRESENTATIVES RESPONSIBILITIES

General Duties

- ◆ Choose a reunion chair and help form a reunion committee
 - Choose a Reunion chair who is organized, hard working, and easy to work with by December 1
 - Insure the initial Reunion Committee planning meeting is held by December 1
 - Committee picks the date, theme, type of event, and sets overall timeline

- ◆ The Reunion Chair
 - Appoints the chairs of various programs and events
 - Outlines the duties and responsibilities of committee chairs
 - Consults frequently with committee members
 - Follows up on plans
 - Makes deadlines clear
 - Conveys requests for help well in advance of Reunion
 - Includes all classmates who express interest in helping
 - Sends thank you notes to committees, speakers, etc.

- ◆ Stay in constant communication with your reunion chair

- ◆ Act as liaisons between class and BYU LAW SCHOOL for specific arrangements

- ◆ Work closely with BYU Alumni Services staff in planning your class events

- ◆ Create feedback questionnaire for next reunion

Other Duties – Class Gift (30 Year Reunion Class)

- ◆ Form a Class Gift Committee at least one year in advance of your reunion
 - Work with Class Gift Subcommittee and Kelly Reeves to choose committee
 - Gift must be approved by the Dean
 - Create a campaign timeline
 - Identify major donors
 - Determine if you have donors who will match gifts

- ◆ Launch General Campaign
 - Contact major donors
 - Send Class Gift letters out in January – include pledge card
 - Do follow up according to the campaign time line
 - Put Class Gift information and pledge card on website

RECRUITING VOLUNTEERS TO ASSIST WITH REUNIONS

The success of the reunion program depends in large part on the active participation and commitment of class volunteers. Here are suggestions from past reunion committee members-

“Send out an email asking for ideas from classmates about the upcoming reunion. Those who respond with the best or most ideas could become great committee members.”

There are four basic steps to committee leadership*

1. Identification

Based on the job to be done, determine what qualities are necessary in a volunteer.

Ask classmates to identify other classmates who may have professional ties to a specific Reunion-related job (printer, publisher, souvenir vendor, or designer, for example).

For class list contact: dbcoord@lawgate.byu.edu

2. Matching/Recruitment

Give specific job descriptions to the classmates volunteering, make sure they understand the commitment, and discuss what the job entails.

If possible, connect the reunion volunteer with someone who has done that job in the past.

Recruit volunteers early in the Reunion cycle; preferably at or immediately following Reunion, while enthusiasm is high.

3. Supervision

Establish a rapport with all volunteers on the team, maintaining an open channel of communication. Concentrate on giving guidance first, then help as needed.

Do not be afraid to delegate – volunteers need to know they are accomplishing specific tasks.

4. Recognition

Provide adequate support and be sure to thank your classmates for their assistance – both privately and publicly, and at the Reunion.

*Adapted from: Handbook for Alumni Administration, by Michael Koll, 1989, Macmillan: New York.

REUNION COMMITTEE ORGANIZATION

- To build enthusiasm, try to involve as many people as possible in the reunion planning. Reunion committee membership provides an excellent opportunity for developing interest in both the class and the general Alumni program.
- Have regular (monthly, weekly, daily) scheduled phone calls and emails the closer to the reunion date you are
- Consider that planning the reunion is, in itself, a fun event for classmate interaction.

The following are suggested positions that help in coordinating your reunion. Depending on the size of your committee, you will need to modify this list and combine committees.

- ♦ **Communications**: Personal contact, emails, calls, and finding lost classmates
- ♦ **Registration**: Work with Law School to set-up online registration; track attendance
- ♦ **Finances**: Create budget; work with Jeanette Befus @ BYU Law School
- ♦ **Publicity**: Get the word out; roll out plan
- ♦ **Facility & Food**: Coordinate with the Law School regarding the location and equipment needs; manage all food for the reunion
- ♦ **Program**: Plan evening program, speakers, etc.
- ♦ **Events**: Plan any other activities, e.g., football game, tailgate, family picnic, parade
- ♦ **Clean-up**: All events

COMMUNICATIONS CHAIR

- Goal to contact each class member, so start a “Find-Every-Classmate” campaign
- Help facilitate all outreach, emails, and mailings
- Set up calling tree for follow-up calls
- Sell your reunion program! In mailings and in conversations with classmates, talk about seeing old friends!
- Develop a class blog or Facebook page - have fun and be creative!
- Publicize the names of classmates who are attending-others will see and be excited
- Personal contact is crucial

Email Blasts:

You can send blast emails to the entire class. Go to “ Alumni Connections” on the Alumni website <https://www.law.byu.edu/Alumni/Connections>

Click on Class Representative Utilities. Click on “Send an Email to Your Class” you **MUST** write the email within the box provided. If you write it in Word and cut and paste, it will not go out because of the differences in the code. You will get a copy of the email as a member of the class that way you will know that it has gone out. Any emails will go out with your name as the sender.

REGISTRATION CHAIR

- Work through Roberta Lawler to set-up online registration and payment (through Vance Everett)
- A confirmation system generates an automatic confirmation to those who register online. The registration form will have a box to check to receive an email confirmation if a person pays by check. You may also publish contact numbers for last minute messages.
- Track attendance and distribute current registration attendance count to all Chairs.
- Name Tags – Print name tags for all registered alumni and guests; distribute at reunion. Consult the Reunion Committee regarding what they want on the name tags, e.g., name, law school photo, current area of practice, hometown, etc.

FINANCE CHAIR

- Help create the budget; include all projected costs
- Contact Roberta Lawler (801-422-4125) to receive finance training regarding how to work with the Law School and the Accounting Manager, Jeanette Befus (801.422.6660)
- All contracts (catering, facilities, etc.) need to be signed by Jeanette or Alumni Services
- Be responsible for keeping your class is in the black at the end of the reunion
- Class is responsible for any short-fall
- In setting your budget and pricing your reunion, include:
 - Venue rental cost
 - Meals (20-25% service charge + tax above meal cost)
 - Set-up charges (tables, chairs, podium)
 - All printed materials like yearbooks, programs, handouts
 - Program and equipment needs (AV, CD's)
 - Souvenir (optional)
 - Decorations
 - Entertainment
- Turn in all bills to Jeannette Befus within 3 days of reunion(fax 801.422.0401)
- Do not pay bills – all bills must be paid by Jeanette

PUBLICITY CHAIR

- Get the word out
- Develop a plan
- Mailing list: name, address, email
- Send a Save the Date email in early April
- You will need a committee / larger the better
- Divide up the country/world into segments, assign committee members to contact all classmates in that region
- Create Invitations (check with Class Representatives for theme) include a map
- Mailings
- Post notices on the BYU Law School website: lawlerr@law.byu.edu
- Write an article (200 words) for the Alumni Newsletter : lawlerr@law.byu.edu
- Develop flyers, email, etc.

FACILITY & FOOD CHAIR

**** NEW ARRANGEMENTS**

Beginning in 2010, the Alumni Association will make all arrangements for a central reunion site for all law school reunions. The Alumni Association will host a All Reunion Night reception, and then classes can separate for individual reunions at the site.

In the past, class representatives have spent a significant amount of time on the logistics of the reunion. This has distracted from the much more important and more meaningful task of individually contacting all class members and inviting them to participate. This year's arrangements will alleviate most of these logistical duties for class representatives. Holding a common reception and then separating for class reunions in the same general location will also allow the Dean and faculty of the Law School to participate and support all events. It will increase economies of scale and enable classes to provide the best possible experience for their class members at a reasonable price.

Working with Roberta Lawler, Alumni Services Coordinator and other Law School staff, class representatives will select from among several dinner options and determine the theme, program and any other activities for their class. The **Facility & Food Chair** will:

- Select the menu for the reunion dinner and any other activities
- Set up the room: mixing (not just theater style) tables, chairs, display tables, bulletin and white boards, picture frames, easels, registration table, microphone, lighting, etc.

The contact information of the Facility & Food Chair should be given to Roberta Lawler as soon as a chair has been selected.

ALTERNATIVE ARRANGEMENTS

If a class has a strong desire to hold their reunion somewhere other than the group site, the **Facility & Food Chair** should do the following:

- Discuss with Class Representative location preferences & theme of reunion
- Research potential reunion sites and caterers as soon as committee is formed, even without firm dates this can be done well in advance
- Make arrangements ASAP after date is set
- All contracts must be signed by Jeanette Befus, 801.422.6660

- Set up the room: mixing (not just theater style) tables, chairs, display tables, bulletin and white boards, picture frames, easels, registration table, microphone, lighting, etc.
 - Include a map and phone number to the site in the invitation materials (send to Publicity). The phone number is important for those who are lost, or need help
 - Optional: Walkie-talkies makes finding each other and managing event easier
 - Check with Program & Events Committee to see what AV equipment they will need
 - Help booking: Roberta Lawler, Alumni Services Coordinator lawlerr@law.byu.edu
 - Plan all meals for the Reunion: tailgate, family picnic, banquet, on your own, etc.
 - Keep in contact with Finance Committee on head count
 - Try to keep costs affordable to all
 - Remember only the BYU Law School Building can use outside catering.
 - All other BYU facilities must use BYU catering. <http://dining.byu.edu/catering//>
- BYU CATERING**
 5562 Wilkinson Student Center
 PO Box 27901
 Provo, UT 84602-7901
 Phone: (801) 422-5001
 Fax: (801) 422-0907
<http://dining.byu.edu/catering//>

ALTERNATIVE LOCATION OPTIONS ON BYU CAMPUS

BYU Law School http://www.law2.byu.edu/	801.422.7540	Julie
Hinckley Alumni House http://alumni.byu.edu/hinckley-	801.422.2513	Chris
Skyroom http://dining.byu.edu/skyroom/	801.422.9020	Donna
Bean Museum	801.422-5052	http://mlbean.byu.edu/home/
Aspen Grove http://aspen.byu.edu/	801.422.9554	Kim

Campus Scheduling 801 422.3134
<http://scheduling.byu.edu/>
All other on-campus locations

ALTERNATIVE LOCATION OPTIONS – OFF CAMPUS SITES

Provo City Library at Liberty Square
Events Coordinator : Adi James
Phone:801-852-6657
<http://provo.lib.ut.us/scheduling.html>

Noah's
800-696-6247
644 N. 2000 W Lindon, UT 84042
<http://www.mynoaahs.com/>

Covey Center for the Arts
425 West Center Street Provo, Utah 84601
Jenni McCall, Scheduling and Events Coordinator
801-852-7015
jmccall@provo.utah.gov

PROGRAM CHAIR

- Plan all aspects of the Reunion Dinner Program
- Pick emcee, prayers, entertainment, speakers
- Remember people want to talk to each other more than listen to someone speak
- What will you have before, during, and after the meal?
- Work with Food Committee/Catering to coordinate when meal is served
- What costs are involved? Talk with Finance Committee
- Work with Facilities for room set up: talking, move around for chatting & free time mingling
- Be sure to spread the program out: pre & post entertainment, etc.
- Design, and print the program
- Remember classmates are likely to be in a festive mood, and a long and serious program may be unappealing to your classmates

PROGRAM IDEAS

Here are some possible class programs, based on those planned by previous classes.

- Performance or presentation by classmates who are singers, authors, musicians, dancers, actors, artists, photographers, etc. Be sure to invite early!
- Talk by faculty speaker on a topic that ties to your class theme, or is of interest
- Prepare and do a fun survey that classmates can take during pre-mixer: read results at the end of dinner.
- Class Awards presented / these can be serious or fun
- Games / Mixers
- Update on what's happening currently at the Law School
- Create a memory book
- Highlight classmates who have past away: pictures, stories, program article
- Classmate questionnaire-answers compiled in a booklet with pictures
 - Sample questions:
 - Favorite law professor
 - Favorite class
 - Top 3 memories from your 3L year
 - Number of grandchildren/great-grandchildren
- Introduce spouses
- Do a 'what happened that year'?
- Put up a white board for everyone to post pictures on: old classmates, families, BYU, etc.
- Short skit

EVENTS CHAIR

- Plan any other activities, football game, tailgate, family picnic, Alumni parade
- Homecoming Parade- encourage attendance: Briefcase Brigade, Alumni Seating
- Coordinate with Food Committee for all events: tailgate, picnic, etc.
- Contact: Roberta lawlerr@law.byu.edu to reserve any football tickets. Please do this by March 31. Please note demand is high, and many games are sold out with season ticket holders
- If families will be coming, nice to have some activities for children as well

EVENT RESOURCES

- Utah Valley Fun
<http://utahvalleyfun.com/>
- Utah Valley Convention & Tourism
<http://www.utahvalley.org/things-to-do/default.aspx>
- Moonbounces for kids at tailgate party
<http://www.allinfun.biz/inflat.html>
- Thanksgiving Point
<http://www.thanksgivingpoint.com/visit.html>
- Jump On It
<http://www.jumponitparty.com/>
- Kangaroo Zoo
<http://www.kangarozoo.net/>

CLEAN UP CHAIR

- Work with ALL committees in making sure everyone shares in clean-up.
- This committee could be a shared sub-committee under Events & Program
- If everyone shares, not much work--if no one assigned, lots of work!

Typical Law Alumni Weekend / Homecoming Schedule

Thursday

- Honored Alumni Lecture /BYU Law School – 11:00 a.m.
- Homecoming Spectacular /Marriott Center – 7:30 p.m.

Friday

- CLE Seminar (3 credits) /12:30 – 4:15 p.m.
- Class Reunions /6:30 – 9:00 p.m.

Saturday

- Homecoming Parade, Briefcase Brigade/Future Lawyers – 10 a.m.
- Tailgate Party /Hinckley Center – 3:30 p.m.
- Homecoming Game /Edwards Stadium – 5:30 p.m.

GENERAL TIMELINE

October

- ◆ Initial meeting with Class Representatives and fall board meeting or shortly after
- ◆ Select a Reunion Chair
- ◆ Send outreach email; identify potential committee members and extend invitations
- ◆ Establish a time for monthly committee conference calls

November / December

- Hold committee meetings
- Make all decisions
- Create a reunion website, blog, and Facebook page
- All committees formed and acting

January / March

- Work to get current information for all classmates
- Create the calling trees
- Send Class gift letter – for 30th Reunion

March / April

- ◆ Once Homecoming date is announced, confirm date / location with Alumni Services
- ◆ Send “Save the Date” email postcard
- ◆ Update all information on Reunion website
- ◆ First mailing with information and reservation form

May / September

- ◆ Program Planning
- ◆ 2nd Mailing
- ◆ Phone tree – make contact with everyone until have a 100% RSVP list

September/October

- ◆ Finalize RSVP list and give headcount to caterer
- ◆ Make name tags
- ◆ Finalize program

SAMPLE REUNION COMMITTEE FORM

Class Date & Location Reunion Theme

Class Representatives:

SUGGESTED COMMITTEES- ADJUST TO FIT YOUR NEEDS

1. Communication Committee

2. Registration Committee

3. Finances Committee

4. Publicity Committee

5. Facility & Food Committee

6. Program Committee

7. Events Committee

8. Clean-up Committee