

2023

REUNION COMMITTEE PLANNING GUIDE

INCLUDING

APPENDICIES & CLASS AGREEMENTS

Jan 2023

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**REUNION COMMITTEE PLANNING GUIDE**

**INTRODUCTION**

This ***REUNION COMMITTEE PLANNING GUIDE***should be used as the primary planning document for the committee chair. Itprovides a detailed look at the reunion process, to include committee descriptions, events and activities, other suggested considerations, and example documents required throughout the process. It is intended to guide and assist committees, while remaining flexible to the class needs. This guideline is designed to help each class streamline their process and generate quick decision making, however, each class is free to construct the committee how they wish to meet their reunion needs. Regardless of how the committee is designed, the most important part of the process will be continuous communication between the Class, the AOG, and Armed Forces Reunions (AFR). When in doubt Communicate, Communicate, Communicate.

**COMMITTEES AND SUB-COMMITTEES**

The Reunion Committee may consist of the following committee members:

1. **Reunion Chair:** Appointed by the Class President and authorized in writing to spend class funds for reunion purposes. The Chairperson provides overall administration, appoints subcommittee chairs, schedules meetings, sets deadlines, writes letters, oversees budget, and approves invoices for payment. Additionally, the Reunion Chairperson approves hotel selection and terms of the hotel contract.

2. **Squadron Representative Coordinator:** Identifies individual Squadron Representatives and acts as the liaison between the Committee, Squadron Representatives, and the graduates. Encourages reunion attendance, shares information (registration deadlines, schedule, etc.), answers questions, and encourages squadron functions to align with the overall reunion schedule. The AOG will assist the Squadron Representative Coordinator with current contact information to be disseminated only to the Squadron Representatives for reunion purposes. The AOG requests the Coordinator encourage grads to update their contact information by calling Customer Service at (719) 472-0300 or logging on at <https://members.usafa.org/page.aspx?pid=306>.

3. **Next of Kin Coordinator:** Coordinates actions relating to widows, widowers, and next of in (NOK). Each class determines how they plan to include NOK throughout the reunion. For instance, classes may decide to fund widow/widowers’ registration fees, event fees and/or hotel costs. Additionally, they might assign a host to assist NOK in navigating the reunion schedule and any planned special events (Memorial Ceremony) at the Academy and hotel.

4. **Hotel Liaison/Menu Planner:** Primary contact for **all** hotel matters. *It is recommended this person tour hotels prior to recommending a hotel to the reunion committee.* The hotel liaison will coordinate with the AOG/AFR on proper room block size and food and beverage minimums for events. Additionally, they are responsible for attending tastings, recommending menu selections, seating plans, decorations, program (MC, speaker etc.) and set up. If there is not an Entertainment Chair, the hotel liaison will also recommend entertainment and coordinate audio/visual needs.

5. **Merchandise Chair:** Primary contact for any/all merchandise the class chooses to purchase. This person is responsible for purchase, distribution, and accountability of items used throughout the entire reunion. The AOG can recommend previously used vendors, however, the class is not required to use a specific organization. **Please be aware, use of AF logos and trademarks require a licensed Collegiate License Corporation vendor.** The class crest **may** be used on any items **if** it is appropriate and reflects positively on the Academy. Please email [felicia.recker@aogusafa.org](mailto:felicia.recker@aogusafa.org) to obtain the crest files. The AOG will post the merchandise page link on the reunion landing page for a limited time prior to and after the reunion. Classmates may order class merchandise for shipment directly to their homes.

6. **Webmaster:** Primary contact for class web site, Facebook page, and information flow to the class and the AOG. Individual will help disseminate information regarding registration deadlines, Academy access, security, and timeliness required to provide vetting for Cadet Area access.

7. **Memorial Ceremony**: Prepare brochure, coordinate location and participating personnel. See the MEMORIAL CEREMONY section of this guide for additional information.

8. **Golf Chair:** Plan and run the tournament with the help of the golf course tournament director. This includes creating the pairings, rules, and arranging prizes. See the GOLF TOURNAMENT section of this guide for additional information.

9. **Entertainment Chair:** Determine entertainment needs. Research and recommend band or DJ, ensure proper set up, technical requirements, and AOG signed contracts.

10. **Class Gift/Fundraising:** Coordinate directly with the Class Giving Officer/Team via email at [classgiving@afacademyfoundation.org](mailto:classgiving@afacademyfoundation.org) to identify a class gift project and facilitate class donations. Research options and communicate with class directly, through the Squadron Representatives, or the class website.

11. **Scribe/Records Keeper:** Maintain records of committee meetings and activities. Distribute minutes to the committee members, the AOG reunion coordinator, and the class Webmaster to update the class web page.

12. **Tailgate:** Reunion classes are encouraged to attend the USAFA Reunion Alumni Tailgate Party in Falcon Alley (music, food, beer, fun and more). Classes may choose an alternate location for a private Tailgate; however, it must be coordinated through AF Athletics. See TAILGATE section of this guide for additional information.

13. **Optional Activities:** Lead for planning any supplemental events and activities. Examples include Prep School Reunion, hiking, cyber briefing, airfield tour, WWII museum, Space Museum, lunches, softball game, class business meeting, etc. Individual will research, organize, and conduct selected events to include selecting menus, venues, AV, or other special needs. AOG will be available to sign required contracts.

**OTHER PLANNING CONSIDERATIONS**

**REGISTRATION**

Pricing of reunion events? Include the cost of decorations, entertainment, audio/visual requirements, credit card fees, service charge, PIF (property improvement fee), etc. into overall reunion pricing.

**GUESTS**

Who will be invited to the reunion?

a. Classmates who are not graduates?

b. Widows and widowers?

c. ATOs, staff, instructors?

**GIFTS**

a. Will there be a registration gift?

b. Will both classmates and guests receive a gift?

c. Will NOK receive the same gift?

d. How much is required at registration to cover gift cost?

**AOG COORDINATED ACTIVITIES**

**ACADEMY ACCESS, SECURITY AND AOG NAME TAGS**

*ACCESS AND SECURITY MAY CHANGE AT ANYTIME AND WITHOUT NOTICE*

The Academy requireseveryone who will visit the “cadet area” to be wearing an AOG Name Tag. The “cadet area” includes the terrazzo, Vandenberg, Sijan, Mitchell, and Fairchild Halls. All persons **18 years and older (including retired military, active-duty military, and DOD cardholders)** are required to submit information for vetting by Security Forces. This Information will be collected at the time of reunion registration includes:

a. Name

b. Date of birth

c. Driver’s license number

d. State of issue

e. Or non-US passport information

**The AOG is required to submit this information to the 10th Air Base Wing Security Forces (SFS) no later than 6 weeks prior to your reunion. Please be advised that last minute additions cannot be accommodated by security forces. Unfortunately, there are no exceptions to this requirement, so please register in a timely manner.**

Children attending may be escorted by their parents. Areas that can be accessed without an AOG issued nametag include Arnold Hall (theatre and ballroom), the Center for Character and Leadership Development (CCLD), the Visitors Center, the Field House, the Parade Field, Doolittle Hall, Heritage Trail, Southeast Asia Pavilion, POW War Memorial, athletic fields, and Falcon Stadium.

**BUS SUPPORT IS PROVIDED ONLY TO/FROM THE FIELD HOUSE AND THE CADET AREA**

The Academy will coordinate bus transportation for all standard Cadet Area activities on Friday. This is on base only and does not include support from the hotels to the Academy.

**REUNION HANDICAPPED ACCESS AND SUPPORT**

The AOG can provide limited support to those needing wheelchairs or walking assistance. Reunion participants should notify the AOG reunion coordinator as soon as possible to notify them of a special need requirement. Attendees should also communicate directly with the hotel for assistance at lodging.

**TERRAZZO**

The buses will drop all vetted and approved, grads and guests in the cadet area at the base of the ramp. **MAKE SURE TO WEAR YOUR OFFICIAL NAME BADGES AT ALL TIMES.**

**FALCON STADIUM**

Reunion Classes will be seated together behind the cadet sections in the upper east stands of Falcon Stadium. Unfortunately, the reunion section is not Handicapped Accessible. When purchasing tickets, you may request seats in areas with limited stairs to accommodate handicapped seating. Wheelchairs can be parked at the top of the section on the same level as the entry gate. It is advised that anyone needing special access to the stadium contact the ticket office directly to purchase handicapped accessible seats.

**REUNION EVENTS OVERVIEW**

The following activities are offered by the Academy and AOG as standard reunion activities. USAFA is excited to open the campus for all classes and encourages participation, however, reunion committees have the flexibility to plan reunion events to meet the needs of their individual class. Cadet Area activities, apart from lunch at Mitchell Hall and/or Arnold Hall, are no cost to the class and will be published on the schedule of events and registration form, if applicable. Other events (receptions, banquets, football, tailgate etc.) will be charged events and available for purchase on the class reunion webpage.

**CADET AREA AND ACADEMY REUNION ACTIVITIES**

The AOG works with USAFA Strategic Communications to schedule and organize events in the cadet area. There are limited time frames in which activities can occur.

**THURSDAY EVENTS:**

Prep School Mini Reunion

The AOG coordinates with the USAFA Prep School to offer a “Mini Reunion” on Thursday morning for USAFA Prep school alumni. There is no cost, but registration is requested for those planning to attend. An optional cash only lunch may be available to dine with the Preppies.

**Golf Tournament**

The AOG will reserve the Eisenhower Golf Club for a reunion tournament. The senior class will have first choice of available times: Thursday (a.m./p.m.) with a shotgun start beginning no later than 0800. Reunions are allotted only one course during the reunion tournament.

The basic golf fee of **$69.00** (subject to change by golf course) includes: Green fees, unlimited practice balls, and a shared golf cart. Rentals are first come, first served and information can be obtained from golf course personnel. *Golf clubs cannot be reserved.*

***THE CLASS GOLF CHAIR WILL:***

1. Plan the tournament and set rules with Jerald Turley (719) 333-2606 x1009 [jerald.turley.1@us.af.mil](mailto:jerald.turley.1@us.af.mil), Eisenhower Golf Club, Operations Manager and Tournament Director.

2. Establish foursomes.

3. Report the number of players and foursome lists to Jerald Turley (1) week prior to the reunion. Submitting foursome lists commits the class to paying for those players.

4. If desired, additional prizes can be solicited or purchased (a*ctive duty may not solicit prizes for the golf tournament).* Submit receipts to the AOG for payment including receipts, who should be paid, how much, and where the payment should be submitted.

5. Before registration goes live, submit cost per person to the AOG reunion coordinator. This will be the golf course standard fee, plus any additional costs incurred for prizes and/or lunch. Plan your budget to at least break even.

6. Report an accurate number of players on the day of the tournament to the AOG. **\*Note:** For late registrants on tournament day, the golf chair must record and collect payment (either cash or check made out to AOG Class of \_\_\_\_.) to be included in the number of players. Any payment and player information should be submitted to the AOG NLT Monday morning after the reunion.

***AOG GOLF SUPPORT:***

1. Reserve the golf course for Thursday, based on times agreed upon with Eisenhower.

2. AFR will list Golf as an optional item on the registration and collect fees. AOG will cover all invoices.

3. AFR will provide players names and partner requests to the reunion Golf POC.

**ADDITIONAL GOLF INFORMATION:**

The AOG will only assist and facilitate one golf tournament, which must be planned at the Eisenhower Golf Club. If a class decided to utilize a different golf course or hold more than one golfing event, they become responsible for all aspects of planning, to include communicating, payment, and scheduling with the other golf organization. The AOG will only provide support as outlined above. Reunion Registration/Badge pickup will not be facilitated at the Golf Course.

FRIDAY EVENTS:

**Open House**

Visit the dorms, the Library, Fairchild Hall, Arnold Hall, Labs, Center for Character and Leadership Development (CCLD) etc.

**USAFA Update**

The USAFA Update is an overview of what is currently happening at the Academy by USAFA senior leadership.

**Noon Meal Formation**

Reunion attendees will have the opportunity to observe the noon meal formation on the Terrazzo, pending Wing Calendar.

**Lunch at Mitchell Hall**

Reunion classes are invited to dine with the cadets at Mitchell Hall. Pre-registration is required and will be available on the class webpage. Entry instructions will be provided day of in front of Mitchell Hall.

**Alternate Friday Lunch**

For those not attending lunch at Mitchell Hall, restaurants inside of Arnold Hall and food trucks may be available.

**Class Meeting**

If your class intends to hold a class meeting, it is encouraged to take place on Friday prior to any evening events. Another time may be Saturday morning during the hotel’s continental breakfast (if applicable). Please let the AOG reunion coordinator know as soon as possible if you plan to hold a meeting so it can be coordinated and advertised on your reunion schedule.

**SATURDAY EVENTS:**

**AOG Tailgate**

The AOG hosts a tailgate party at the stadium before the football game. Menu and cost are determined by the AOG, and tickets are available through the reunion registration system.

**Football Tickets**

**Football tickets are not included in the reunion registration fee.** The AOG will coordinate with the Athletic Ticket Office for a block of seats for reunion classes, however, tickets will be purchased directly with AF Athletics. The link will be made available online on the Reunion Landing page.

**Class Flag Demonstration**

If your class has a “flight worthy” class flag, (determined by Wings of Blue), it can be jumped into the stadium before the football game on your reunion weekend, weather permitting. Instructions are as follows:

1. Call the Demonstration Coordinator (719-333-1211) **2 weeks in advance** with the official request for the flag “jump” prior to the football game.

**2. Deliver** the flag to Wings of Blue **1 week prior** to the jump.

3. Plan to have a committee member **recover the flag immediately** after the demonstration. **Note:** If poor weather prevents the Wings of Blue demonstration, your flag will be flown back to the airfield. Contact the Demonstration Coordinator the following business day for recovery.

**FLAG CONSTRUCTION**

Recommended flag sizes are 6’ by 10’ - 8’ by 10’. Emblems/numerals on both sides is recommended to be clearly visible.  If you are having a new flag manufactured, order a very thin material to be sewn between both sides for the best appearance.

The flag should be made of nylon-type material normally used in making flags. Heavy cloth will be bulky, not fly well and maybe subject to weight restrictions.

The flag must have embedded grommets aligned like a standard flag -- one grommet in the upper left corner, and another in the bottom left corner.  The material should be heavily reinforced around the grommets, and they should be located 1 inch or greater from the edges of the flag, ideally, be made of steel.   The flag could encounter more than ~20 mph.  **Note: Wings of Blue, and the AOG are NOT responsible for any damage to or loss of the class flag.**

**CLASS MEMORIAL CEREMONIES:**

Memorial ceremonies are held at the discretion of the class. AOG policy is to assist with coordination if requested by the reunion committee. Memorial Ceremonies can be held at any time during the reunion, however the AOG encourages classes to consider all events planned during the reunion and hold ceremonies when they might have the largest participation (i.e. during class banquets or other scheduled gatherings).

The Class Memorial Ceremony Representative will:

1. Determine the date/time for the Memorial Ceremony.

2. Arrange for a Class Chaplain to direct the service and give a short message. The focus should be on the remembrance of deceased classmates and non-denominational in content. The AOG reunion representative has sample messages.

3. Coordinate with the AOG for production of the Memorial Brochure.

4. Determine sequence of events (template below).

5. Roll Call: Determine and provide the order: chronological, alphabetical, by squadron, etc.

6. Assign classmates to call the roll (may be best if two people alternate calling names) and assign classmates to respond to the roll call. Plan for backups as needed.

**Class Memorial Brochures:**

The AOG will produce the Memorial Brochure with the assistance of the Class Memorial Representative and the AOG Communications Department. The AOG will provide the memorial brochure template and initial draft based on previous years ceremonies. The Class Memorial Representative will coordinate on formatting, editing, and determining the number of required brochures. Standard Memorial Brochure format will include:

a. Card stock cover with image

b. Photos of deceased classmates with caption

c. Standard (class specific) text

d. Listing of all deceased classmates to include date will be listed

**The Class will** review the draft for completeness, accuracy, proper photos, typos, format, etc. All edits/updates will be sent to the AOG for correction, then resubmitted to the Class for further review and final approval. The AOG suspense for production will be one week prior to the ceremony to have brochures printed and in hand. The AOG Service Fee includes printing of 1.25 brochures per graduate attending. The class may also utilize the class agency fund to cover the cost of additional brochures, if requested. Extra brochures will be passed to the Memorial Chair for distribution or storage.

***Sequence of Events Template***

1. Organ Prelude (Organist)

2. Invocation (Chaplain)

3. “America the Beautiful”

4. Welcome (Class)

5. Scripture (Class, usually another individual)

6. Message (Chaplain)

7. Roll Call (Class)

8. Taps, optional (bugler, if acquired by the class)

9. Moment of Silence

10. “Lord Guard and Guide the Men who Fly”

11. Benediction (Chaplain)

12. “High Flight”

13. Closing Remarks, optional (Class)

14. Organ Postlude (Organist)

**OPTIONAL ACTIVITIES**

Optional Activities are special activities planned as additional entertainment during the reunion (outside of planned hotel meals/events) and are separate line items on the registration form. All optional activities are at the discretion of the class and the committee will be responsible for all planning. It is important to consider the desires of the entire class when planning activities and the amount of time graduates and guests will have to visit. Things to consider when planning activities:

1. Decide which activities will be offered.

2. Set the time and date of the activity.

3. Contracts will be signed by the AOG on behalf of the class. Class will notify and authorize the AOG reunion coordinator to make any payments. Required information:

1. Price per person for the activity (include deposit, tax, gratuity, credit card processing fees, and any other associated costs)
2. Minimum and maximum number of participants required
3. Penalties/Costs if minimums are not met? Will you be required to pay for unused tickets? Is there a penalty for cancelling the event?
4. Amount of deposit required by the company; date deposit is due.
5. What is the cancellation policy?
6. What is the deadline for guaranteeing the number of participants?

4. Let the AOG reunion coordinator know the final payment terms. For example, will a check be required on the day of the event, or will the vendor bill the AOG? Is a 1099 required?

5. If requested, **AFR** will provide the committee a roster of participants for all events. **If** last minute add-ons or substitutions are allowed, the chair and AFR will keep track of names and money collected. In the event of cancellations, individuals should contact AFR for refunds and be put in “pending” status so extra tickets may be sold on site at registration. Money and names will be submitted to the AOG as soon as possible after the end of the activity.

**ADDITIONAL TIPS FOR PLANNING:**

1. Limit to 2-3 activities. Too many choices can cause time/schedule conflicts or hinder ability to reach minimum required participants.

2. Don’t schedule every minute. Typically evening functions designed around visiting are most popular.

3. Require payment up front. Members may decide not to attend if money has not been committed.

4. Sunday is usually when attendees plan to travel home. If a Sunday event is planned, schedule it for early in the day. If someone wants to do something special, they should plan on their own.

5. Appoint a POC to be present at each individual activity.

**REUNION HOTEL GUIDE/CONSIDERATIONS**

The Hotel Liaison will be the primary POC for all issues concerning the hotel. Choosing the hotel will happen early in the planning process and will be one the most important decisions made by the committee. There are many things to consider prior to making the decision and entering a hotel contract. The hotel liaison should coordinate early with AFR to discuss what hotels the class might prefer. AFR needs to initiate any contact with hotels to gain proposals for the class to consider.  **AFR** will assist by:

1. Request proposals from available hotels.

2. Act as liaison between class and hotel.

3. Arrange preliminary visits to hotels if desired by the chair.

4. Initiate and provide AOG the contract for signature upon approval by the Class Reunion chair.

5. Monitor progress towards meeting room block and communicates progress with class.

6. Report preliminary and final meal numbers to the hotel for planned events.

7. Provide Reunion Schedule of Events and any updates to the hotel.

The hotel chosen by the reunion committee must be able to accommodate all the class needs from reunion registration, events, through to the conclusion of the reunion. The hotel liaison should consider all the following:

1. Guest room availability and cost

2. Location

3. Amenities

4 Size and availability of meeting/banquet rooms

5. Contract terms (food/beverage/room minimums/cancellation/service charges, etc.)

6. Menu pricing

7. Additional costs such as parking, airport shuttle, etc.

**CONTRACT OVERVIEW**

Once the committee has chosen a hotel, a contract will be signed securing all dates and services. Contracts are signed by the AOG to ensure individuals will not be held personally responsible for the terms of the contract. Additionally, it allows the class to receive the AOG’s non-profit status. See APPENDIX D for specifics of the *Contract Responsibilities* and APPENDIX E for documentation regarding the *ROOM BLOCK*.

Prior to entering a contract, AFR and the class will conduct a review to determine an appropriate room block for the hotel. The review will consider historical attendance, as well as general attendance trends for their class year (50th reunions, 45th reunions etc.). Other factors, such as special events in conjunction with the reunion, survey results, expected attendance, and date selection, will also be considered. The results of this review will be documented in APPENDIX E ROOM BLOCK.

In addition to determining the room block, the following should be considered regarding events before entering the contract:

1. When/how many events will be planned.

2. What is expected attendance.

3. Entertainment requirements and space needed (ball room set up, Audio/Visual support/Seating plans)

4. Decorations

5. Services required (Chef/Carver stations/Bartender costs/Wine preset, etc.)

6. Space for display items such as auction items and memorabilia

When all items have been considered and the committee has approved the hotel, AFR will request the contract. AFR will review the terms, recommend adjustments, and return to the Hotel Liaison for approval. It will then be confirmed and signed by the AOG. At the conclusion of the reunion, invoices for the hotel will be sent to AFR for review and forwarded back to the AOG and reunion chair once checked/balanced.

**OTHER CONSIDERATIONS**

**EVENT DATE/TIMING**

Below are some generalizations to consider when planning days for your events:

a. Wednesday evening: How many attendees will have arrived? Event may be small, may not need a heavy menu.

b. Thursday evening: Typically, large registration event. May require more time/food and substantial space.

c. Friday evening: Usually banquet night. Does the committee prefer a plated dinner (may provide faster service and better portion control than a buffet)?

d. Consider daily events, allow for prep, personal, and travel times.

**TASTINGS**

Once the dinner/reception selection is made, the hotel will usually host a tasting for up to four people. This should be done before registration is opened so pricing will be accurate.

**BANQUET EVENT ORDERS (BEOs)**

These are prepared by the hotel to confirm menus, bars, room setup, and the details of each event. AFR will work with the hotel contact to have these produced. You will receive a copy to approve before they are signed by the AOG Reunion Coordinator.

**PRE-CONFERENCE MEETING**

Schedule a few days prior to reunion weekend to meet with the hotel staff, review and finalize details. The committee chair and hotel POC attend this meeting with the AFR.

**DINNER SEATING**

The hotel will need to be consulted to ensure a proper room diagram/table set up to allow adequate traffic flow. Determine if special requirements needed (assigned seats, speaker, etc.).

**MEAL PRICES**

Remember to consider service charge, gratuity, a PIF, credit card processing fees, food, and beverage minimums, etc. when determining overall and meal cost. The hotel will give you the inclusive price per person.

**CASH BARS**

Bars will be set up according to the number of people expected. Most hotels set up 1 bar per 150 people. Each individual bar must sell a specific dollar amount in beverages within a given time or a bartender fee will be charged. As the event proceeds, the hotel POC(s) or chair(s) will be given the opportunity to keep a bar open longer with the above cost in mind.

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**APPENDIX A: DESIGNATION OF REUNION CHAIRPERSON AND AUTHORIZATION TO EXPEND CLASS FUNDS**

\_\_\_\_\_\_\_\_\_\_\_\_, 2023

To whom it may concern,

In anticipation of the Class of \_\_\_\_\_\_’s upcoming \_\_\_th reunion, I designate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be the Reunion Chairperson. Furthermore, I authorize the USAF Academy Association of Graduates to allow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to use Class of \_\_\_\_\_\_ agency funds for reasonable expenses to plan, organize and conduct the \_\_\_th reunion.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, Class of \_\_\_\_\_\_\_



**APPENDIX B: AGREEMENT TO PROVIDE REUNION SERVICES**

This Agreement is made effective as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between the Association of Graduates and USAFA Class of \_\_\_\_\_ for the \_\_\_th Reunion.

The AOG represents that they have extensive background in all aspects of reunion coordination and access to a full range of pertinent products and service contacts for the United States Air Force Academy. The AOG is willing to provide services based on this background.

The Class of \_\_\_\_\_\_ represents that they intend to have their reunion on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023 and they desire to have the reunion coordination, and related products and services provided by the AOG.

Therefore, the parties agree as follows:

DESCRIPTION OF SERVICES: The AOG will provide services as outlined in the 2023 Reunion Policies.

SERVICE LEVEL: Full Support

DATE CHANGES:

In the event the USAFA, the Athletic Department or the Mountain West Football Conference changes the date of the football game every effort will be made by the AOG staff to transfer location reservations, sub-contractors and the AOG support to the new date. The reunion committee agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Class of \_\_\_\_\_\_\_.

**AUTHORIZATION TO RELEASE FUNDS:** I hereby authorize the Association of Graduates to pay for any necessary reunion expenses from class funds as directed by the Reunion Committee Chairperson. In addition, said class agrees to pay the stated registration fees for Reunion Services provided by the AOG.



**APPENDIX B, AGREEMENT TO PROVIDE REUNION SERVICES CONTINUED:**

**MEMORANDUM OF UNDERSTANDING:** Class of \_\_\_\_\_ will review the Memorandum of Understanding regarding the transfer of class agency funds to a guaranteed restricted fund during the planning and execution of the reunion cycle, see APPENDIX C. The class may choose to transfer their funds or may choose to leave their funds in the investment pool. The class will document their decision on APPENDIX C.

UNDERSTANDING OF OPERATING PROCEDURES: I have read and agree with the 2023 Reunion Policies and understand the AOG’s role, the Classes’ Role, the Reunion Fee Structure and Contract Responsibilities as included therewith.

APPLICABLE LAW: This Agreement shall be governed by the laws of the State of Colorado.

Party providing services:

Association of Graduates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reunion Coordinator Date

USAFA Class of \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class President Date

And/or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Reunion Chair Date



**APPENDIX C: MEMORANDUM OF UNDERSTANDING – CLASS AGENCY FUNDS**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE CLASS OF \_\_\_\_\_ AND**

**THE ASSOCIATION OF GRADUATES**

**OF THE UNITED STATES AIR FORCE ACADEMY**

The Class of \_\_\_\_\_\_ will be holding its \_\_\_th class reunion in 2023. The Financial Management and Investment Policy (FMIP) of the Association of Graduates (AOG) allows for reunion classes to request transfer of their class agency funds to a guaranteed restricted fund during the planning and execution of the reunion cycle.

It is understood that any interest, dividends, and market gains or losses will accrue to the Association of Graduates (AOG) during the transfer period. The Class of \_\_\_\_\_ further understands that the balance of the restricted funds (if any) will transfer back into an agency relationship subject to interest, dividends, and market gains or losses accruing to the class agency fund after a final accounting for the reunion. The AOG will provide timely and accurate financial reports for the class.

The Class of \_\_\_\_\_ and the AOG agree to move the balance of the class agency funds as of this month-end, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023 into a guaranteed restricted fund in accordance with the above provisions.

ACKNOWLEDGMENT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association of Graduates Class Reunion Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date





**APPENDIX D: CONTRACT RESPONSIBILITIES**

This Agreement is made effective as of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023, by and between the AOG and USAFA Class of \_\_\_\_\_\_ for the \_\_\_th Reunion to occur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2023. Please reference Reunion Policies 2023. The Class of \_\_\_\_\_\_\_ has engaged the AOG to conduct reunion services as outlined in APPENDIX B. As part of this agreement, the AOG agrees to sign contracts on behalf of the class. Hotel contracts typically place performance clauses on the class for room block performance and food and beverage minimums.

HOTEL ROOM BLOCK: The AOG and the class will work together to determine the appropriate size of the room block and the AOG will make a recommendation for the contract, see Appendix E. If the class agrees with the size of the room block and a contract is signed with said room block, the Class and the AOG agree that in the event liquidated damages are billed by the hotel for underperformance of the room block, the Class of \_\_\_\_\_ and the AOG agree to share equally in the payment of the liquidated damages with the AOG’s contribution subject to a ceiling. The AOG’s ceiling is defined as the amount of administrative fees the AOG collects from the class for the current reunion cycle. In the instance where the AOG’s ceiling is reached, the Class of \_\_\_\_\_ agrees to fund the remainder.

If the class believes a smaller room block is warranted, the smaller number of rooms will be contracted for, and again, the Class and the AOG agree to share equally in any liquidated damages billed with the AOG’s portion subject to the above-mentioned ceiling.

If the Class requires a larger room block than the AOG’s recommendation, the Class will be 100% financially responsible for all liquidated damages resulting from the incremental increase in rooms and will share equally in any liquidated damages related to the room block which the AOG recommended. See Appendix E.

In all the above scenarios, the AOG expressly limits its financial obligation to amounts not to exceed the amount of administrative fees the AOG collects from the class for the current reunion cycle.

As an example, the AOG recommends, and the class agrees to, 350 room nights at $150/room with 85% attrition but the class only purchases 250 rooms. Administrative fees collected from the class were $6,000.

**APPENDIX D CONTRACT RESPONSIBILITIES (page 2 of 2):**



FOOD AND BEVERAGE MINIMUMS: Hotels, when offering space for an event, require the class to meet defined food and beverage minimums. It is up to the class to select menu’s which will meet the food and beverage minimums even when attendance is lower than forecasted. The

Class is 100% responsible for all financial liabilities and liquidated damages due to a class not meeting their food and beverage minimum.

OTHER CONTRACTS: In the event the AOG signs a contract with another party (ie. band, caterer) on behalf of the class and the class defaults on the contract, the class is 100% responsible for any payments due.

CANCELLATION: In the event the Class decides to completely cancel the event and contracts have been signed, the Class is 100% responsible for all financial liabilities and liquidated damages due.

Party providing services: Association of Graduates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reunion Coordinator Date

The class agrees to these contract terms: USAFA Class of \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class President or Reunion Chair Date

**APPENDIX E: ROOM BLOCK: page 1 of 2)**

Appendix E is intended to document the AOG’s recommended room block and any changes the Class of \_\_\_\_\_ requires for the upcoming \_\_\_th reunion. Please reference Reunion Policies 2023. Financial liabilities related to the room block are outlined and agreed to in APPENDIX D CONTRACT RESPONSIBILITIES.

The AOG has reviewed historical attendance for the Class of \_\_\_\_\_, general attendance for \_\_\_th reunions as well as information from the class regarding expected attendance. The AOG recommends the following room block:

Wednesday \_\_\_\_\_\_\_

Thursday \_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_

Saturday \_\_\_\_\_\_\_

Total Room Nights \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reunion Coordinator Date

The USAFA Class of \_\_\_\_\_\_ has reviewed the attached analysis, agrees with the above room block and agrees that in the case liquidated damages are billed by the hotel for underperformance of the room block, the Class of \_\_\_\_\_ agrees to share equally in the resultant financial obligation. The total contracted room block is $xx,xxx ($xxx/night \* xxx nights) of which xx% is required to be purchased and paid for by the class to meet the contract terms without penalty. The AOG will share equally in any liquidated damages billed relating to the above room block subject to a ceiling. The ceiling is defined as the amount of administrative fees the AOG collects from the class for the current reunion cycle. In the case that the ceiling is exceeded, the Class of \_\_\_\_ agrees to fund the remainder.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class President Date

And/or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Reunion Chair Date

**APPENDIX E: ROOM BLOCK (page 2 of 2):**

The USAFA Class of \_\_\_\_\_ has reviewed the attached analysis and does not agree with the above room block but requires the following changes:

AOG Recommendation Increase Total

Wednesday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Thursday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Saturday \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Total Room Nights \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

The class understands that the USAFA Class of \_\_\_\_\_ is 100% financially responsible for any incremental increase in liquidated damages due to the increased room block. This potential liability due to the expanded room block could be $\_\_\_\_\_\_\_\_ for the class, in this instance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class President Date

And/or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Reunion Chair Date

**SAMPLE EVENT SCHEDULE**

TIME EVENT LOCATION

**WEDNESDAY**

1700-2100 Welcome Reception – No-Host Bar Hotel Ballroom

**THURDAY**

1030-1200 Prep School Mini Reunion Prep School – Bldg. 5136

1300-1800 Golf Tournament Eisenhower Golf Club,

1300-1900 Reunion Check-In Hotel

1900-2300 Class Social/Reception – No-Host bar Hotel Ballroom

**FRIDAY**

0800-1200 Late Check-In at Cadet Field House Lobby

0800-1630 Shuttle Rides - Cadet Field House to Base of the Ramp

0900-1600 Open House - Terrazzo Area

0930-1045 Welcome/USAFA Senior Leader Update - F-1

1100-1130 Institute for Future Conflict Presentation - D-1

1100-1130 Space Force Presentation - D-2

1100-1130 Cyber Presentation - L-6

1145-1230 Mitchell Hall Luncheon - Please meet in front by the center doors

1145-1230 Food Trucks At Arnold Hall

1300-1530 Cadet Squadron Open Houses

1300-1330 Center for Character & Leadership Development Presentation - L-6

1300-1330 Building The Future: Problem Solving And Innovation Presentation - D-2

1300-1330 Stories from Afar/Cadet Immersion Experiences Presentation - D-1

1345-1415 Building The Future: Problem Solving And Innovation Presentation - D-2

1345-1415 Stories from Afar/Cadet Immersion Experiences Presentation - D-1

1345-1415 Center for Character & Leadership Development Presentation - L-6

1430-1600 CCLD/Polaris Hall Open House

1530-1630 Final Shuttle Rides - Base of the Ramp to Cadet Field House

1800-2300 BBQ Buffet (Dress Accordingly) Hotel

**SATURDAY**

1030 Tailgate Falcon Stadium

1330 Football – Go Air Force! Falcon Stadium

TBD Squadron Parties Arranged by Squadron Reps

TBD Late Night Rejoin Hotel

**SAMPLE EVENT SCHEDULE**