

# 2024

REUNION SOPS & COMMITTEE PLANNING  
GUIDE

INCLUDING

APPENDICES & CLASS AGREEMENTS

Feb 2024

## 2024 REUNION POLICIES, ROLES, AND RESPONSIBILITIES

### INTRODUCTION

The AOG, in partnership with Armed Forces Reunions, (AFR) is pleased to offer assistance and support to class reunion committees. This operating plan outlines the services provided by the AOG/AFR to assist in reunion planning. To provide the best reunion experience possible, committees must coordinate all class events, ceremonies, and cadet access, etc. in concert with the AOG/AFR to ensure proper utilization and efficient use of services, contracts, facilities, and class agency funds.

This **REUNION COMMITTEE PLANNING GUIDE** should be used as the primary planning document for the committee chair. It provides 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).

### THE AOG's ROLE

The AOG strives to offer the best level of support to all returning alumni. Pricing for 2024 reunions will be the same for all classes, except for the 10-year reunion class, who is participating in the Academy reunion experience for the first time. The AOG Reunion Service Fee includes but is not limited to assistance in the following:

|   |   |   |
|---|---|---|
| Provide Primary AOG Points of Contacts (POCs)                 | ✈ | ✈ |
| Establish and communicate reunion deadlines (AFR/AOG)         | ✈ | ✈ |
| Set-up and manage online registration system (AFR/AOG)        | ✈ | ✈ |
| Assist with registration & answer general questions (AFR/AOG) | ✈ | ✈ |
| Create/maintain/update class reunion landing pages            | ✈ | ✈ |
| Conduct surveys and email blasts                              | ✈ | ✈ |
| Offer guidance based on historical data and experience        | ✈ | ✈ |
| Provide periodic expense reports                              | ✈ | ✈ |
| Provide suggestions on needed communications                  | ✈ | ✈ |
| Accept deposits into the class agency fund account            | ✈ | ✈ |
| Provide general printing and photocopying services            | ✈ | ✈ |
| Coordinate with the Academy on all listed activities on base  | ✈ | ✈ |
| AFR coordination with hotels (eliminating deposits)           | ✈ | ✈ |

|  |   |   |
|--|---|---|
| AFR coordinated favorable hotel pricing & terms      | ✈ | ✈ |
| AFR room block monitoring and updates                | ✈ | ✈ |
| AOG contract signing (eliminates personal liability) | ✈ | ✈ |
| Produce and conduct registration (AFR/AOG)           | ✈ | ✈ |
| Maintain records (IAW AOG retention policies)        | ✈ | ✈ |
| Provide final accounting of reunion funds            | ✈ | ✈ |

## REUNION FORMAT AND REUNION DATE SELECTION

Each year, the Academy determines and approves available dates for reunion weekends, in accordance with the football schedule (typically in March). The 50<sup>th</sup> reunion class will be given top priority for weekend selection. Reunion dates for other classes will be available for selection shortly afterward.

## COMMITTEES AND SUB-COMMITTEES

The Reunion Committee must consist of the following committee members:

**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 the hotel selection and terms of the hotel contract.

**Local Reunion Class Representative:** This person is willing to come out to any onsite meeting/vendors if there are other class members who are not local.

### **Reunion Communication Representative:**

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. This person can also be added as an admin on the Portal class group.

Additional committee members may include:

- **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>.

- **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. This coordinator will work with the AOG NOK Support Specialist.
- **Memorial Ceremony:** Prepare brochure, coordinate location and participating personnel. This coordinator will work with the AOG NOK Support Specialist.
- **Golf Chair:** Plan and run the tournament/tee times 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.
- **Activities Chair:** Plan and coordinate any events outside of the host hotel. 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. Individuals 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. **Remember – Less is More!**
- **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.

## REUNION OBJECTIVES, ACTIVITIES, ROLES, AND RESPONSIBILITIES

### OBJECTIVES

1. **Have fun**, engage, and celebrate with classmates
2. Reconnect with the Academy and observe the current Academy environment
3. Understand existing Academy programs, challenges, and successes
4. Strengthen institutional pride
5. Increase advocacy and support for the Academy and cadets

### REUNION FEES

There are multiple reunion fees the committee must consider when planning the reunion and associated events. Each fee is explained below. Additionally, A la carte pricing per event is utilized after initial registration fees to allow attendees to pay only for events they plan to attend.

## AOG REUNION SERVICE FEE

| <b>AOG Reunion Service Fee</b>                            | <b>10-Yr</b> | <b>20-Yr Plus</b> |
|---|--------------|-------------------|
| Graduate (Or Primary Registrant)                          | \$25         | \$75              |
| Additional Guest (12-yrs and older; includes Next-of-Kin) | \$10         | \$30              |

The AOG Reunion Service Fee is required for each of the following attendees:

- Primary registrant (graduate, alumni or next of kin)
- Guests (spouse, sibling, child, or friend who will attend reunion events)

Each of these attendees will receive a Reunion Name Tag (exception: children 4 & under will not receive a badge) that will serve as the official ticket into reunion events (socials, reception, banquet, golf tournament, open house, tailgate etc.).

**\*Exception:** Football tickets are purchased through the Academy Athletics department. Tickets may be purchased for individuals who plan to attend the football game, without paying the reunion fee **if** those individuals do not attend other Reunion Events. These individuals will not be issued Reunion Name Badges.

Special guests such as widows or deceased graduate's next of kin, may have registration and/or activity fees waived if determined appropriate by the Class. In this case, the AOG reunion coordinator must be notified, and any associated fees will be taken out of the class agency fund.

## CLASS REGISTRATION FEE

The Class Registration Fee is additional to the AOG Reunion Fee and will be listed as a separate line item on the registration page. It is determined by each class based on their budget and the cost of any additional or optional items such as:

- Registration gifts
- Additional transportation (busing from hotel to Academy)
- Class flag for Wings of Blue or small flags for cemetery
- Flower or Memorial Donation fund for deceased classmates' families
- Credit card assessments.
- Decorations
- Other (special printings, class video etc.)

## EVENTS AND QUANTITY FEES

The Class may add additional fees to cover other event costs such as outside socials, activities, lunches, golf, commemorative merchandise, etc. and will also be charged during registration.

## CANCELLATION FEE

Registrations must be cancelled **14 days prior** to the reunion weekend to receive a full refund of the AOG Service Fee and other event fees.

The reunion class determines if, and how much, of the Class Registration Fee is refundable. Any retained amount will be credited to the class agency fund. Optional merchandise cancellations are subject to production deadlines and the Class will determine the refund and mailing policy.

**Note:** AFR will use judgement in applying the cancellation fee policy and make exceptions as appropriate. The AOG will support exception decisions.

## OTHER REUNION COSTS

Other costs, not included in reunion fees, but should be considered when planning to attend include:

1. Transportation to/from and within the Colorado Springs area
2. Lodging (a link from Reunion Central will take you to the hotel's reservation page)
3. Meals (other than those purchased with reunion activities)
4. Football tickets (offered through the USAFA Athletic Ticket office via an online link)
5. Class merchandise (a link from Reunion Central will take you to the vendor order site)

Items purchased outside of the reunion registration system are not within AOG/AFR control and are subject to the refund and cancellation policies of those businesses (airline, hotel, USAFA Athletics, merchandiser).

## AOG COORDINATED ACTIVITIES

### ACADEMY ACCESS, SECURITY AND AOG NAME BADGES

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

The Academy requires everyone who will visit the “cadet area” to wear an AOG provided 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 need to be collected via the provided link for your event. If someone in the party only has a US Passport or International Passport their passport information, name and date of birth will need to be provided to the AOG Reunion Team.

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**

On Full-Experience Reunion Weekends (weekends selected by the Academy), bus transportation is provided. The Academy will coordinate bus transportation for all standard Cadet Area activities. ***This is for on-base transportation 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 must annotate this need in the registration site. Attendees should communicate directly with the hotel for assistance at lodging.

### **TERRAZZO**

Only 10ABW approved grads and guests are allowed in the cadet area. They will be transported from the Field House to the base of the ramp. **OFFICIAL NAME BADGES MUST BE WORN AT ALL TIMES.** Please remember to follow the Open House rules (SEE EXAMPLE SCHEDULE).

### **FALCON STADIUM**

Reunion Classes will be seated together in Falcon Stadium, pending where the class asks and Athletics can sit a large group. These seats are usually next to the cadets in the lower bowl on the northeast side of the 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. Please see Falcon Stadium rules and restrictions for entry, i.e. clear bags, etc. (<https://goairforcefalcons.eventue.net/>)

## REUNION EVENTS OVERVIEW

USAFA is excited to open the campus to all classes and encourages participation. The AOG works with USAFA Strategic Communications to schedule and organize events in the cadet area. There are specific and/or limited time frames in which activities can occur. The following activities are offered by the Academy and AOG as standard reunion activities on Full-Experience Weekends:

### 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. Registration is required for those planning to attend. An optional (pay-as-you-go) lunch with Preppies is available at the Dining Facility.

#### Golf Tournament

Eisenhower Golf Club will host a reunion tournament on Thursday of each Full-Experience Weekend. There are a limited number of spots, and it will be first-come, first-served for reunion attendees.

The basic golf fee is determined by the golf course and should include 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.

#### 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 yhold 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:

**USAFA has asked that no Memorial Ceremonies or Class Meetings happen on Fridays between the hours of 0900 and 1430.**

#### 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. This is part of the class registration pages. 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.

### **SATURDAY EVENTS:**

#### **AOG Tailgate**

The AOG hosts a tailgate party at the stadium before the football game. Various activities (games, face painting, music, etc.) and menu are determined by the AOG. 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 MEMORIAL CEREMONIES:**

Memorial ceremonies are held at the discretion of the class. The 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, **USAFA will not support Memorial Ceremonies on Fridays between 0900 and 1430.** Classes will work with Terri Davis, Next of Kin Specialist for all planning and brochure support.

### **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. The class will notify and authorize the AOG reunion coordinator to make any payments. Required information:
  - a. Price per person for the activity (include deposit, tax, gratuity, credit card processing fees, and any other associated costs)
  - b. Minimum and maximum number of participants required.
  - c. Penalties/Costs if minimums are not met? Will you be required to pay for unused tickets? Is there a penalty for cancelling the event?
  - d. Amount of deposit required by the company; date deposit is due.
  - e. What is the cancellation policy?
  - f. 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. **AFR** will provide the committee with 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 of 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. Function as liaison between class and hotel.
3. Arrange preliminary visits to hotels if desired by the chair.
4. Initiate and provide AOG with 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 for specifics of the *Contract Responsibilities* and for documentation regarding the *ROOM BLOCK*.

Prior to entering into 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 (50<sup>th</sup> reunions, 45<sup>th</sup> 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 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 the 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 them 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 arrive? 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 will 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 are 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 an 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.

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

\_\_\_\_\_, 2024

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 \_\_\_\_\_, 2024 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 2024 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:**

UNDERSTANDING OF OPERATING PROCEDURES: I have read and agree with the 2024 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



# Class of xxxxx

## xxth Reunion

September x-x, 2024



| <u>TIME</u>                  | <u>EVENT</u>                              | <u>LOCATION</u>         |
|------------------------------|---|-------------------------|
| <b>Thursday, X September</b> |   |                         |
| 1000 - 1300                  | USAFA Prep School Mini Reunion            | Prep School             |
| 1500 - 1900                  | Reunion Check-in                          | Reunion Hotel           |
| 1500 - 1900                  | Welcome Reception                         | Reunion Hotel           |
| <b>Friday, X September</b>   |   |                         |
| 0800 - 1300                  | Late Check-in                             | Clune Arena/Field House |
| 0800 - 1600                  | Academy/Terrazzo Open House               | Terrazzo Area           |
| 0900 - 1000                  | Senior Leader Briefing                    | F-1                     |
| 1030 - 1100                  | Special Topic Brief (Ex IFC)              | D-2                     |
| 1030 - 1100                  | Special Topic Brief (Ex Cyber)            | H-2                     |
| 1030 - 1100                  | Special Topic Brief (Ex Space Force)      | H-1                     |
| 1100 - 1130                  | Special Topic Brief (Ex IFC)              | D-2                     |
| 1100 - 1130                  | Special Topic Brief (Ex Cyber)            | H-2                     |
| 1100 - 1130                  | Special Topic Brief (Ex Space Force)      | H-1                     |
| 1130 - 1230                  | Lunch at Mitchell Hall                    | Front of Mitchell Hall  |
| 1130 - 1230                  | Food Trucks                               | Arnold Hall             |
| 1300 - 1500                  | Cadet Squadron Open Houses                | Vandenberg/Sijan        |
| 1300 - 1330                  | Special Topic Brief (Ex CCLD)             | D-2                     |
| 1300 - 1330                  | Special Topic Brief (Ex Mortuary Affairs) | H-2                     |
| 1300 - 1330                  | Special Topic Brief (Ex TBD)              | H-1                     |

|             |   |               |
|-------------|---|---------------|
| 1345 - 1415 | Special Topic Brief (Ex CCLD)             | D-2           |
| 1345 - 1415 | Special Topic Brief (Ex Mortuary Affairs) | H-2           |
| 1345 - 1415 | Special Topic Brief (Ex TBD)              | H-1           |
| 1530- 1600  | Final Shuttle Rides                       | Base of Ramp  |
| 1830 - 2300 | Class Reception/Memorial Ceremony         | Reunion Hotel |

**Saturday, X September**

|                      |                |
|----------------------|----------------|
| Class Tailgate Party | Falcon Alley   |
| USAFA vs. X          | Falcon Stadium |

**Sunday, X September**

Departures