

2025

REUNION SOPS & COMMITTEE PLANNING
GUIDE

INCLUDING

APPENDICIES & CLASS AGREEMENTS

Feb 2025

2025 REUNION POLICIES, ROLES, AND RESPONSIBILITIES

INTRODUCTION

The Association and Foundation, 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 Association and Foundation/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 Association and Foundation/AFR to ensure proper utilization and efficient use of services, contracts, facilities, and class agency funds. To learn more about AFR, visit their site at www.armedforcesreunions.com. They are a family-owned and operated business that serves our nation's veterans and create the best reunion experience for our graduates.

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 Association and Foundation, and Armed Forces Reunions (AFR).

THE ASSOCIATION AND FOUNDATIONS ROLE

The Association and Foundation strives to offer the best level of support to all returning alumni. Pricing for 2025 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 Association and Foundation Reunion Service Fee includes but is not limited to assistance in the following:

- Provide Primary Association and Foundation Points of Contacts (POCs)
- Establish and communicate reunion deadlines
- Set-up and manage online registration system
- Assist with registration and answer general questions
- 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
Association and Foundation contract signing (eliminates personal liability)
Produce and conduct registration
Maintain records (IAW Association and Foundation 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 2025 Reunion Date Selection policy determines priority for reunion classes. The 50th reunion class will be given top priority for weekend selection. Click **HERE** to review the policy.

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 attend any on-site meeting or 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 Association and Foundation 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 liaises 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 Association and Foundation will assist the Squadron Representative Coordinator with current contact information to be disseminated only to the Squadron Representatives for reunion purposes. The Association and Foundation 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 Kin (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 Association and Foundation NOK Support Specialist.
- **Memorial Ceremony:** Prepare brochure, coordinate location and participating personnel. This coordinator will work with the Association and Foundation 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 games, class business meeting, etc. Individuals will research, organize, and conduct selected events to include selecting menus, venues, AV, or other special needs. Association and Foundation 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 to identify a class gift project and facilitate class donations. Research options and communicate with the class directly, through the Squadron Representatives, or the class website.

REUNION OBJECTIVES, ACTIVITIES, ROLES, AND RESPONSIBILITIES

OBJECTIVES

- **Have fun**, engage, and celebrate with classmates
- Reconnect with the Academy and observe the current Academy environment
- Understand existing Academy programs, challenges, and successes
- Strengthen institutional pride
- 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.

ASSOCIATION AND FOUNDATION REUNION SERVICE FEE

Association and Foundation Reunion Service Fee	10-Yr	20-Yr Plus
Graduate (Or Primary Registrant)	\$25	\$75
Additional Guest (12-yrs and older; includes Next-of-Kin)	\$10	\$30

The Association and Foundation 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, open house, tailgate etc.). Additional tickets may be provided at check in.

***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.

Additional 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 Association and Foundation reunion coordinator and AFR 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 Association and Foundation 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 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

Additional fees may be added by the Class to cover other event costs such as outside socials, activities, lunches, golf, commemorative merchandise, etc. and will also be charged during registration.

REGISTRATION NOTE:

If you are registering another graduate from the same class year, we ask that each graduate complete their own separate registration. This is so one graduate is not listed as an invited guest and their name will appear on the "View Attendees" list. This mostly comes into play when two graduates of the same class year are married. If you are married to a graduate of another class year, you can fill out one registration and they will be listed as a guest.

REGISTRATION CANCELLATIONS & REFUNDS

- Registrations canceled prior to 14 days out, AFR shall process a full refund less the non-refundable AFR registration cancellation fee (\$10 per person) and credit card convenience fee.
- Registrations canceled between 14 days and the Registration Site Cut-off Date (Mid-Night the Sunday night the week PRIOR to the reunion week), AFR shall process a full refund less the Association and Foundation Reunion Service Fees (Primary and Guests), the non-refundable AFR Registration Cancellation fee (\$10 per person) and credit card convenience fee.
- Registrations canceled after the cut-off date will be refunded to the fullest extent that Association and Foundation Policies, AFRs vendor commitments and guarantees will allow, less the non-refundable AFR registration cancellation fees and credit card convenience fee.

Note: The Registration Page Cut-off Date is at Mid-Night on the Sunday night the week PRIOR to the reunion week (10-11 days out). After this time, no additional registrations are taken through the site or over the phone. Anyone wishing to register after this time can do so on-site at the reunion. On-Site sales of tickets to meal events pending availability.

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 judgment in applying the cancellation fee policy and make exceptions appropriately. The Association and Foundation will support exception decisions.

OTHER REUNION COSTS

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

- Transportation to/from and within the Colorado Springs area
- Lodging (a link from Reunion Central will take you to the hotel's reservation page)
- Meals (other than those purchased with reunion activities)
- Football tickets (offered through the USAFA Athletic Ticket office via an online link)
- 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 Association and Foundation/AFR control and are subject to the refund and cancellation policies of those businesses (airline, hotel, USAFA Athletics, merchandiser).

ASSOCIATION AND FOUNDATION COORDINATED ACTIVITIES

ACADEMY ACCESS, SECURITY AND ASSOCIATION AND FOUNDATION 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 Association and Foundation-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 will need to be submitted to the Association and Foundation Reunion Team at least 2 weeks before their reunion weekend. Please email this information to reunions@usafa.org**

Children attending may be escorted by their parents. Areas that can be accessed without an Association and Foundation issued name tag 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 Association and Foundation 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 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. Please see Falcon Stadium rules and restrictions for entry, i.e. clear bags, etc. (<https://goairforcefalcons.event.net/>)

REUNION EVENTS OVERVIEW

USAFA is excited to open the campus to all classes and encourages participation. The Association and Foundation 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 Association and Foundation as standard reunion activities on Full-Experience Weekends:

THURSDAY EVENTS:

Prep School Mini Reunion

The Association and Foundation 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 Association and Foundation will only assist and facilitate one golf tournament, which must be planned at the Eisenhower Golf Club. If a class decides 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 Association and Foundation 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. **ONLY ENTER DORM BUILDINGS AT DESIGNATED TIMES. DO NOT ENTER ROOMS, ESPECIALLY IF DOOR IS CLOSED.**

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 the day of in front of Mitchell Hall.

NOTE: There will be limited seating in Mitchell Hall. Once all spots are full, we will close lunch registration.

Alternate Friday Lunch

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

SATURDAY EVENTS:

Falcon Nation Tailgate

The Association and Foundation hosts a tailgate party at the stadium before the football game. Various activities (games, face painting, music, etc.) and menu are determined by the Association and Foundation. Tickets are available through the reunion registration system.

Football Tickets

Football tickets are not included in the reunion registration fee. The Association and Foundation 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 also be made available on-line on the Reunion Landing page. www.aftickets.com

CLASS MEMORIAL CEREMONIES:

Memorial ceremonies are held at the discretion of the class. The Association and Foundation 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 Association and Foundation 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 Association and Foundation on behalf of the class. The class will notify and authorize the Association and Foundation reunion coordinator to make any payments. Required information:

- a. Price per person for the activity (including 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 canceling 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 Association and Foundation 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 Association and Foundation? 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 Association and Foundation 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 the ability to reach minimum required participants.
2. Don't schedule every minute. Typically evening functions designed around visiting are most popular.
3. Require payment upfront. 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 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 before 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 Association and Foundation with the contract for signature upon approval by the Class Reunion chair.
5. Monitor progress towards meeting room block and communicate 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, and events through 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 Association and Foundation to ensure individuals will not be held personally responsible for the terms of the contract. Additionally, it allows the class to receive the Association and Foundation's non-profit status. See APPENDIX for specifics of the *Contract Responsibilities* and 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 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 Association and Foundation. At the conclusion of the reunion, invoices for the hotel will be sent to AFR for review and forwarded back to the Association and Foundation 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 and 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 (which may provide faster service and better portion control than a buffet)?
- d. Consider daily events, allow for prep, personal time, 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 Association and Foundation 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 setup to allow adequate traffic flow. Determine if special requirements are needed (assigned seats, speaker, etc.).

MEAL PRICES

Remember to consider service charges, gratuity, a PIF, credit card processing fees, food, and beverage minimums, etc. when determining overall and meal costs. 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 of 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**

_____, 2025

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 Association and Foundation 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 Association and Foundation is willing to provide services based on this background.

The Class of _____ represents that they intend to have their reunion on _____, 2025 and they desire to have the reunion coordination, and related products and services provided by the Association and Foundation.

Therefore, the parties agree as follows:

DESCRIPTION OF SERVICES: The Association and Foundation 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 Association and Foundation staff to transfer location reservations, sub-contractors and the Association and Foundation 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 and Foundation 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 Association and Foundation.

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

UNDERSTANDING OF OPERATING PROCEDURES: I have read and agree with the 2025 Reunion Policies and understand the Association and Foundation'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

TIME	EVENT	LOCATION
Thursday, X September		
1000 - 1300	USAFA Prep School Mini Reunion	Prep School
1500 - 1900	Reunion Check-in	Reunion Hotel
1500 - 1900	Welcome Reception	Reunion Hotel

Friday, X September		
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

