**Homecoming 2016 Email Template #2/3  
(Change/personalize to suit your needs/writing style)**

Hello [INSERT CLASS/YEAR] classmates! Homecoming 2016 will be taking place October 14th to 16th and we’re inviting you to join us back on campus that weekend to celebrate the [INSERT #] Anniversary of our graduation. Mark the date on your calendar, book the time off and plan to attend! Register now! [OFFICE TO INSERT LINK TO REGISTRATION PAGE]

**Class Reunion Plans**

Here is what we have confirmed at this time….

[INSERT CLASS SPECIFIC PLANS HERE]

* Locations/times/descriptions of events
* Call for people to RSVP
* Payment method – are your classmates paying individually at the venue? Are you collecting money from your classmates and then paying the venue? Is the Reunions Office collecting money from your classmates and paying the venue directly?
* Do you have any digital photos of past reunions that you could send us? We’d love to personalize your email.
* For 25th, 5th, and Tricolour Guard Classes – be sure to highlight the Saturday night signature events programming to your classmates!
* Help ensure our classmates receive reunion information – check with your class contacts to make sure they’ve received this message, and if not have them update their information with Queen’s asap at….XXXX

**Homecoming Programming**

* Once you’re on campus for the weekend stop in at Grant Hall for the Alumni Meet and Greet – pick up your reunion pin and foam finger, visit with current students and learn about what is currently happening on campus, take a tour.
* Queen’s Gaels take on the Windsor Lancers on Saturday at 1 p.m. We’ll be the first people to see a Homecoming football game in the newly revitalized stadium. Purchase your tickets now [Office will insert link to purchase tickets]
* For a full listing of events taking place over the weekend be sure to take a look at the Schedule of Events on the Homecoming 2016 website [www.queensu.ca/homecoming2016]. You will receive a printed version of the weekend schedule when you check in at Grant Hall.
* You may want to insert some of the pieces that stand out to you that you would like to incorporate into your groups overall reunion plan
* Red vested student volunteers will be present throughout the weekend to help you get where you’re going and to share their Queen’s experiences with you.
* Wondering about accessibility on campus? Check out the Queen’s Accessibility Hub [http://www.queensu.ca/accessibility/home] – a central online resource for accessibility at Queen’s.

**Accommodation**

[INSERT ACCOMMODATION INFORMATION HERE]

* Encourage people to book hotels asap
* If you have booked a block of rooms for your class, include the block booking info here
* If you haven’t booked a block of rooms, tell your classmates this and encourage them to find rooms asap (<http://tourism.kingstoncanada.com/en/KAPpartners.asp>)

**Class Giving**

Many classes take the opportunity to recognize their milestone by supporting student learning at Queen’s through a philanthropic initiative. Does your class have a student bursary fund or other class giving initiative that you support? Insert information here. We can connect you with your Faculty Development Officer for information.

**Reunion Planning Committee Signature Section**

* Name of each committee member and their role (Reunion Coordinator, Reunion Planning Committee, Giving Chair, Giving Committee Members)
* Email addresses for those members interested in having their addresses available to the reunion group – alternatively, you may want to create a general email account (i.e. [Artsci18@gmail.com](mailto:Artsci18@gmail.com))
* Class/Group Facebook information if applicable
* Class web site address, if applicable