

# Reunion Class Committee Project Class Emails

On January 1 you may begin to send emails to your classmates, which will help to reignite memories, build excitement about Reunion and share important, timely information. Classes typically send one e-mail per month.

Your committee will need to decide on a primary message for each email. Some questions you may want to ask yourself to prepare for each email include:

- What does my class need to know/do this month to make our reunion a success?
- How can we help classmates reconnect with each other? Our Class? The University?
- What can we say to get classmates excited about reconnecting at Reunion? Coming back to Scranton?

The Alumni Office will be responsible for designing and sending the email, and will also provide some of the content.

Each email will consist of a maximum of 5 sections. It's up to you to determine how many. **Possibilities include:**

- Feature (letter, photo, video, other nostalgia, etc)
- Committee or Reunion News and Updates
- Links to websites, social networks, photo sites, etc.
- Requests for input (photos, survey, etc.)
- Class committee list, contact information

## **Some things that other classes have included in the past are:**

Letter from the committee	Photo sharing sites*
Remember when	Trivia
Where are we now?	Yearbook photos
Then vs. now	Personal reflections
Surveys and quizzes*	Encourage classmates to share Class Notes
Links to videos	
Popular culture from year of graduation	

Samples of class emails from previous Reunions are available in the volunteer toolkit at [www.scranton.edu/classcommittees](http://www.scranton.edu/classcommittees)