MIT Alumni Association Guidelines for 50th Reunion Class Books
Using material compiled by Ken Scott ’61 in planning for the Class of 1961 50th Reunion Book

FORMAT

Most Usual Style: Paperback. 8½” x 11” Color cover; black and white pages, sometimes with color supplement.
• Some classes choose hardbound books, but most prefer softbound due to costs.

Cover Design
• Use artwork or photograph that will have meaning for the class
• Consider reproducing cover of Technique from senior year
• Also consider Institute seal or other Institute logos

Timeline for Reunion Book Preparation: Work backwards from final date books should arrive on campus for the reunion (May 1 recommended date):

September 15: launch on-line reunion book and announce via e-mail
October: refer to on-line reunion book in reunion mailing
January: refer to on-line reunion book in reunion mailing and e-mail
February 8: deadline for classmate biography submissions
March 8: deadline for all additional materials.
March 15: all book artwork prepared and sent to printer
April 1: proofs reviewed
May 1: printed books arrive on campus in plenty of time for reunion

DVD: Some classes provide a DVD in addition to a printed book, sometimes with additional material. Contents being considered for the Class of 1961 50th Reunion Book DVD (in addition to material in the printed book) include:
• Preface
• Digital copy of Reunion Book
• Digital copy of 1961 Technique
• Digital copy of 1961 MIT Centennial program and photos
• Photos/Program from 1961 Graduation
• MIT Then
• Student Life at MIT (photos submitted by classmates from student years)
• MIT Now

CONTENTS

Basic Reunion Book Contents:
• Preface (by reunion book editor)
• Letter from the reunion chair
• Letter from MIT President
• Reunion schedule
• List of volunteers: class officers, reunion committee, and reunion gift committee
• Biographies of classmates
• Class directory
• List of missing classmates
• List of deceased classmates
Suggestions Additional Reunion Book Contents:
- Results of class survey, if any
- Photographs of old and new MIT campus
- Essays from classmates
- Information about class projects (e.g. scholarships, professorships, etc.)
- Materials from class Commencement
- News stories of interest from student years
- Profiles of faculty
- MIT ephemera such as Voo Doo, measuring in Smoots, etc.
- MIT Timeline and/or world timeline from freshman year to year of reunion
- Class photos from previous reunions

CLASSMATE BIOGRAPHIES

Sample questions:
- Please tell us about any reminiscences from your undergraduate days?
- What has stayed with you from your MIT experience?
- Tell us about yourself and your journey since your student years at MIT.