

Class Notes deadlines for the **2007-08** publication year are:

Issue	Deadline	Pub Date
December	Sept. 21	Dec. 10
April	Jan. 18	April 7
August	May 23	Aug. 11*

(*notes for reunion classes are due June 13)

CLASS SECRETARY GUIDELINES

About Class Notes

Williams People is published by Williams College for the Society of Alumni. It is mailed three times per year, without charge, to alumni. The circulation also includes College faculty and seniors.

Williams People keeps readers connected to each other and to the College. As class secretary, you are key to fulfilling this mission. About 97 percent of readers report reading Class Notes.

Writing Class Notes

The editors will edit your Class Notes according to the following guidelines, which will be enforced. Please:

- **Stay within your word limit.** The average Class Notes word count is approximately 2,000. Keep in mind this is an average across all classes, which range from fewer than 50 members to more than 500. Contact the editors if you have questions about the specifics of your class. Notes of more than 2,500 words will be returned to you for editing.
- **Be brief and inclusive.** Class Notes are short updates about a wide range of classmates. Try to limit notes to no more than three sentences per classmate. Skip travelogues, details of non-alumni relatives' lives and long lists.
- **Stick to your class.** If you have news about alumni not in your class, kindly forward it to that class's secretary using the contact information that appears in Class Notes. If classmates' news includes alumni not in your class, be sure to identify graduation year (**Jane Doe '99**).
- **Stick to the facts.** Class Notes shouldn't promote personal, political, religious or social views. Please don't editorialize or comment on classmates' news.
- **Exercise tact and good taste.** Jokes or anecdotes that might be appreciated by some classmates could offend others who read your notes. Avoid stories about drinking binges, romantic exploits, etc. Offensive, libelous or inappropriate material will be deleted.
- **When in doubt, leave it out.** The temptation is strong to report a classmate's upcoming wedding, birth, trip or job change. Unfortunately, these plans don't always come to fruition. Please include such news only after the event has occurred.

Submitting Class Notes

- *Williams People* prefers to receive Class Notes by e-mail. Remember to always keep a copy of your notes.
- Names of alumni should be in **bold face** or underlined each time they are mentioned. (Please don't use all caps.) Do not bold class years or punctuation. See the "Style Guide" for details.

- Please fact-check all information in Class Notes. Indicate uncommon spellings that you know to be correct by inserting [CQ] after the reference. Indicate questions by inserting [?] after the reference.
- Class Notes must be received on or before deadline to be included in the publication. Contact the editors if you foresee a problem.

Help from the College

- **Secretary e-mail addresses.** *Williams People* provides you with e-mail forwarding to help your classmates contact you. Your address is formed by your class year followed by "secretary@williams.edu." (e.g., 1981secretary@williams.edu)
- **Class lists.** To obtain a list of classmates' names and address information, visit www.williams.edu/alumni/services. Click on "Alumni Directory" and log in (instructions are on the log-on screen). Select the link "My Reports" then "Class_Officer_Report." To receive a printed class list, please contact Lisa Harris, Alumni Relations Office, 413.597.3545 or lharris@williams.edu.
- **Class e-mail list servers.** Most classes have e-mail list servers to facilitate communication among classmates. The list server address is "class" followed by the last two digits of your year and "-L@williams.edu." (e.g., class95-L@williams.edu) A message sent to the list server goes to all classmates who have subscribed.
- **Soliciting news from classmates.** In addition to using the list server, class secretaries may send out one postcard-rate or 3rd-class letter per year to solicit news from classmates. Funds from the class treasury can be used to cover any additional mailings.
- **Williams College Style Guide.** The editors provide guidelines on grammar, spelling, punctuation and usage in materials produced by and for the College. It is available at www.williams.edu/alumni/alumnireview. Click on "Tools for Secretaries" then "Style Guide." To receive a hard copy, please contact Jennifer Grow, Assistant Editor, 413.597.4082 or jgrow@williams.edu.
- **Deadline reminder/news clips.** About four weeks before the Class Notes deadline, the editors will send you a reminder along with any news the College has received about your classmates. The mailing includes news about the magazine and updates to assist you.
- **Secretary list server.** The editors maintain an e-mail list server for secretaries to share practices, questions and ideas. A message sent to secretaries-L@alumnilists.williams.edu will go to all class secretaries who have given their e-mail addresses to the College.

Updating Records

Please remember to contact the *Alumni Review* if you change your

HOW TO CONTACT US

Williams People/Williams Alumni Review

For questions regarding the magazine, the "Williams College Style Guide," deadlines, Class Notes and Wedding Album photos, forwarding e-mail addresses or the class secretary list server, or to update **your** name, address, telephone number or e-mail address for Class Notes.

Amy Lovett, Editor
Jennifer Grow, Assistant Editor*
P.O. Box 676
880 Main Street
Hopkins Hall, 4th fl.
Williamstown, MA 01267-0676
PHONE: 413.597.4278
FAX: 413.597.4158
E-MAIL: alumni.review@williams.edu
WEB: www.williams.edu/alumni/alumnireview

*Most of your contact will be with Assistant Editor Jennifer Grow, who can be reached at:
PHONE: 413.597.4082
FAX: 413.597.4158
E-MAIL: jgrow@williams.edu

Office of Alumni Relations

For questions regarding class lists, class e-mail list servers or class mailing, contact Lisa Harris, Executive Secretary. To report a classmate's death, contact Deb LaPine, Assistant to the Director.

75 Park Street
Williamstown, MA 01267
FAX: 413.458.9808
WEB: www.williams.edu/alumni

Lisa Harris: PHONE: 413.597.3545; E-MAIL: lharris@williams.edu
Deb LaPine: PHONE: 413.597.3543; E-MAIL: dlapine@williams.edu

Records Office

To update a **classmate's** biographical or contact information or to announce a birth, marriage or job change.

Cindy Kimball, Records Specialist
75 Park Street
Williamstown, MA 01267
PHONE: 413.597.4399
FAX: 413.458.9808
E-MAIL: alumni.office@williams.edu
WEB: www.williams.edu/alumni/services