U.S. NAVAL ACADEMY ALUMNI ASSOCIATION & FOUNDATION

CLASS REUNION PLANNING HANDBOOK

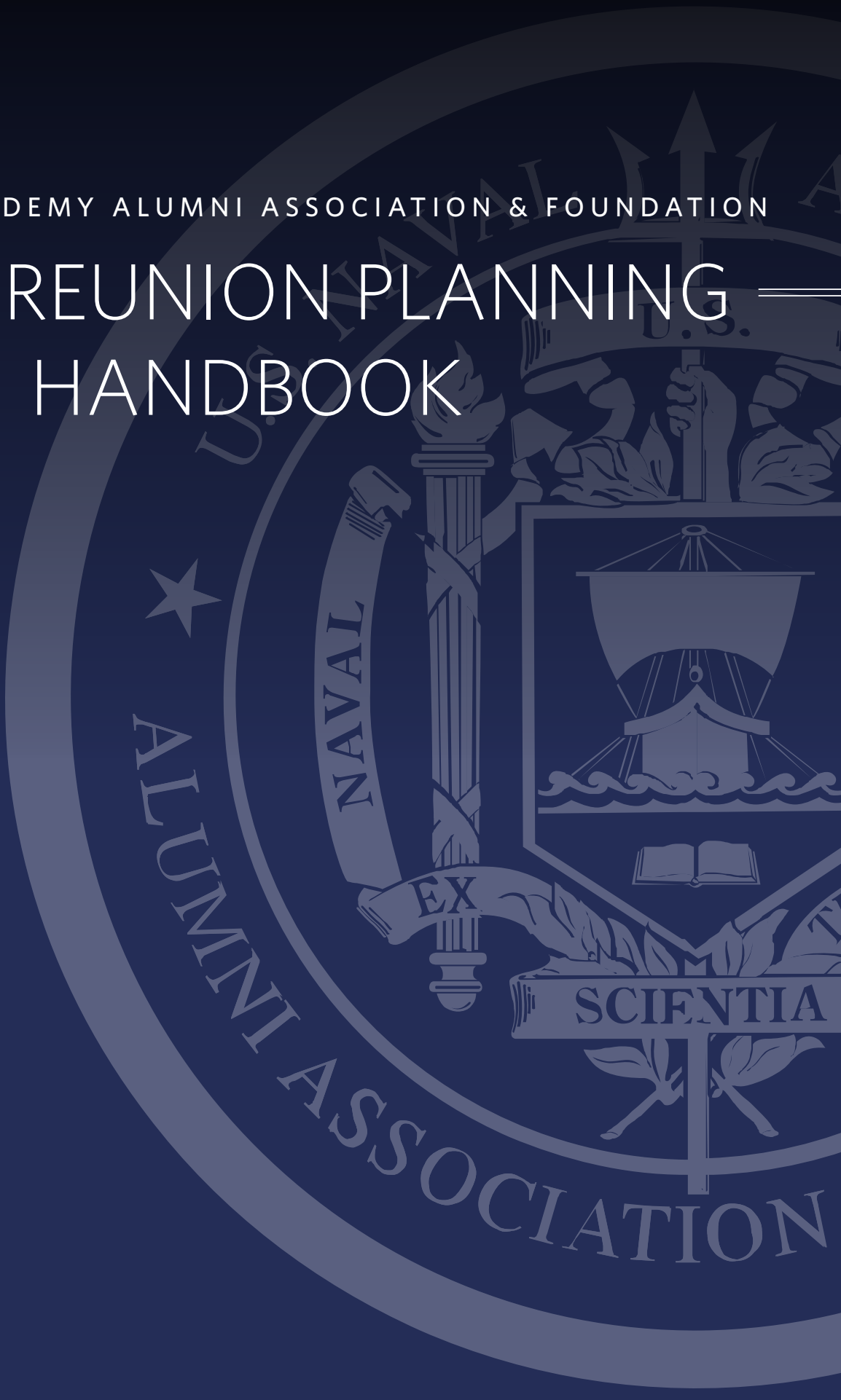


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OVERVIEW OF REUNION PLANNING

Congratulations on your upcoming reunion! There is a lot to plan and execute to make this a fun and memorable event for your classmates.

This handbook is a guide for class members working to plan a class reunion in the City of Annapolis or on the U.S. Naval Academy and U.S. Naval Academy Alumni Association & Foundation (USNA AA&F) grounds. This handbook will assist classes through the process of reunion planning from choosing accommodations, planning a schedule of events (SOE), to securing venues and caterers for events on the U.S. Naval Academy Yard, at Navy-Marine Corps Memorial Stadium (NMCMS) or Fluegel Alumni Center.

The USNA Alumni Association (USNA AA) is here to support Naval Academy alumni, family, and friends maintaining active, fulfilling lifetime connections and engagement with each other and the Naval Academy and its traditions. Class reunions are an important part of this mission, and we will help in any way we can. The Class Programs office of the USNA AA provides support throughout the entire reunion planning process, from the initial committee meeting to the final execution of your events.

The Class Programs Office coordinates with the Special Events Office, Memorial Affairs and Protocol staff at USNA to organize Yard activities such as memorial services, class meetings, lunches, parades, sports, and other events on the Academy grounds. Please do not contact these offices yourself as the Class Programs Office is the designated liaison with the Yard. We ask for your patience as it sometime takes some time to receive a definitive answer from the Yard. We will assist with your reunion registration, and point you toward trusted vendors and resources for hotels, transportation, swag and memorabilia, and fun events. The Naval Academy is likewise very glad to welcome back the alumni classes and will support major reunions every five years (e.g., 5th, 10th, 15th reunion etc.).

Whether this is your 5th or 50th reunion, there is quite a bit of planning involved. While each class may have its unique approach, the Alumni Association stands ready to offer support through the Class Programs Office.

Purpose of This Handbook

This handbook contains information and helpful ideas and resources to facilitate the planning of your upcoming reunion. The guide is a dynamic document that will be periodically updated to provide the most relevant guidance.

Class Programs Office

Wendy Owen
Director of Alumni Class Programs
410-295-4017
wendy.owen@usna.com

Primary Reunion Contact

Naomi Storey
Alumni Reunion Manager
410-295-4055
naomi.storey@usna.com

Summary of Changes

This edition includes updates to planning timelines, tools and forms, contact information, lodging guidance, and reunion support resources.

- Updated the reunion planning timetable.
- Moved surveys from SurveyMonkey to Forms.
- Refreshed event contact information and the frequently used contact list.
- Expanded lodging guidance, including an extended hotel list and an additional booking option via Visit Annapolis.
- Made minor updates to Memorial Services information.
- Implemented significant updates to future scheduling and booking procedures.
- Added/updated information on Class Shops and Reunion Assistants.
- Included copies of key forms: FAC meeting/event request form and the Reunion Assistant request form.

This document is proprietary and confidential.
No part of this document may be disclosed in any manner to a third party without prior written consent of the USNA Alumni Association

REUNION PLANNING TIMETABLE

Reunion planning begins well ahead of the actual date, and it is important to understand all the different considerations. Below is a basic timetable for reunion planning starting at the Council of Class Presidents (COCP) in April, 2.5 years out. This handbook will discuss each item in detail.

2.5 YEARS OUT

- Reunion Manager will reach out to all priority classes after Spring COCP to share the known football dates for their reunion year

2 YEARS OUT

- Reunion Manager will reach out to remaining classes after Fall COCP to share the remaining known football dates for their reunion year
- Classmate Contact Info: Class updates to ensure good communication
- Survey Classmates on Reunion Preferences: Reunion Manager can assist
- Contact Reunion Manager to discuss Class priority and possible dates
- Reunion Planning and Committees Overview
- Hotel: Class looks into options
- Event Venues and Caterers: Class looks into spaces/catering for large seated events

1 YEAR OUT

- Select Reunion date once football schedule is released
- Communication and Promotion: Communicate details to classmates, generate excitement
- Reception Space at USNA and Fluegel Alumni Center: Request via Reunion Manager and Events Department
- Tailgate Space: Request via Alumni Reunion Manager
- Football Tickets/Blocks: Request via NAAA ticket office
- Memorial Service: Reserved via Reunion Manager
- Transportation: Contact bus companies
- Class Briefing Notes: Review and update
- Online Registration: Determine mode of registration
- Schedule of Events (SOE): Draft with Reunion Manager
- Other Activities

6 MONTHS OUT

- Registration: Open and monitor
- Class Meeting: Request via Reunion Manager
- Swag/Memorabilia and Name Tags: Contact vendors
- Check-in Team: Determine locations, times, and staffing
- Schedule of Events (SOE): Finalize SOE with all times/locations confirmed

Suggested Reunion Committees

Below is a sample list of committees your class may need when planning your reunion. Feel free to add or subtract committees based on your needs.

USNA Reunions Intake Form

Classes are encouraged to complete the USNA Reunion Intake Form at the Appendix (page 33). The form is designed as a planning tool for discussions with Reunion Committees, whether your class has selected a known reunion date or is providing preferences for potential fall dates. Please email completed forms to the Alumni Reunion Manager. We understand that plans may change, and the form is intended to serve as a starting point to support your reunion planning.

ROLE	NAME/CONTACT INFO
Reunion Chairperson	
Briefing Points	
Company Parties	
Database Manager	
Golf or Other Athletic Events	
Hotel Room Block/Reservation	
Thursday Night Welcome Reception	
Friday Night Event/Dinner Dance Reception	
Lunches/Other Events	
Memorial Service	
Tailgate Spot to Include Caterer	
Game Ticket Block	
Brunch	
Tours	
Memorabilia/Swag	
Name Tags	
Online Registration	
Photography	
Publicity	
Registration Check-In Team	
Bus Transportation	

Class Programs Support

The Class Programs Office is available to help you organize your class reunion. Below is a list of the support provided by the Class Programs Office.

- Create a guide to coordinating your reunion.
- Help secure Tailgate, Yard and FAC venues for your class meeting and other reunion events and provide suggestions for catering, venues and rentals.
- Coordinate with Memorial Affairs for chaplains, organist, and buglers, and arrange for video recording and viewing of the service later on an online platform.
- Conduct surveys to determine classmate preferences for a reunion, or to execute a class officers' election, free of charge.
- Coordinate with the Superintendent's office for the reunion briefing to the classes and parade review.

Class Responsibilities

While staff are available to provide resources and brainstorm ideas with the reunion committee, the class is ultimately responsible for the logistics, negotiations, and finances related to the following:

- Catering contracts
- Transportation contracts
- Hotel bookings
- Swag and memorabilia ordering
- Golf course contract and other athletic event contracts
- Entertainment
- Football tickets and tailgate tent hire and catering contracts

The Class Programs Office will assist to the extent possible with issues arising from a reunion, but contracts are the responsibility of each class, as they are paid from class funds.

Scheduling and Class Priority

In accordance with USNA Superintendent's guidance, the following alumni class precedence is assigned as related to selecting the reunion date.

- 50th reunion
- 55, 60th or higher reunion
- 40th reunion
- 30th reunion
- 25th reunion
- 20th reunion

For all other reunion classes, it is first come, first serve.

UPDATING CLASS INFORMATION

The first step in reunion planning is to ensure that classmate contact information is up to date and accurate to ensure that each class member can receive information about all reunion activities either via website or email. The USNA AA maintains class lists which consist of primary home addresses, phone numbers, and emails of class members. Class lists are available through Volunteer Tools on the USNA AA website (www.usna.com) to Class Presidents and Class Database Managers, and other authorized class members. Class Presidents and Class Email Broadcasters may also email their classmates directly from our Volunteer Tools, which access our database. Those lists are only as good as the information we have so keeping current is important.

If you need assistance using our Volunteer Tools, reach out to the Class Programs Office.

When updating classmate contact information, an important resource for current information is a Company Representative, who may be able to find lost or non-updated company mates. All classmates should be directed to www.usna.com to update their personal information. If they prefer, they can also call our main line at 410-295-4000 and our member services staff will be happy to update their record.

Please contact the Online Membership Services Coordinator at onlinecommunity@usna.com or 410-295-4062 for technical questions or comments related to the Volunteer Tools.

SURVEY REUNION PREFERENCES/ CLASS ELECTIONS

Many classes choose to survey their classmates ahead of a big reunion to determine where the class stands on the types of activities, entertainment, price points, swag, memorabilia, and even what time of year to hold the reunion. The Class Programs Office is happy to create a simple survey, free of charge. The survey questions are decided by the class and can be sent out either by the class officers or by the Class Programs Office. Results can be shared as the class wishes. Information gleaned from the survey can be instrumental in putting together a schedule of events that will delight your classmates.

For many classes, their reunions coincide with their class officer elections. Microsoft Forms is an effective platform to conduct a class officer election, with safeguards to ensure voting integrity. Likewise, the service can be used to adopt or amend class bylaws. Contact the Class Programs Office to discuss surveys or polls for your reunion or election.

EVENT VENUES AND CATERING

Your reunion will likely need spaces for activities on the Yard, including your memorial service, class meeting, class photo, tours of facilities, luncheons, dinners, or many other things.

The Alumni Association and offices on the USNA (including Special Events, Memorial Affairs, and Protocol) have mutually agreed that **requests to use spaces on the USNA campus should be made by the Class Programs Office**. This allows the coordination of multiple reunion classes and for de-conflicting requests well ahead of time.

Other than for dining spaces, do not contact the Yard directly to arrange events.

CATERING ON THE YARD

If you plan to use the Naval Academy Club (NAC) itself, you should contact them directly, as use of NAC is not coordinated through Class Programs. If your event is elsewhere on the Yard, NAC has the right of first refusal for catering. This would include catering in Dahlgren or Alumni Hall. Those spaces need to be reserved through the Class Programs Office.

There may be a delay between submitting a request for a space and receiving a definitive answer. The goal is always to serve the midshipmen's needs first. If the space is not in use by midshipmen, alumni and classes are next in line.


NAVAL ACADEMY CLUB

USNA Venues (on the Yard)

The following venues are currently available for reunion events providing they do not interfere with official USNA events.

BRIEFINGS AND CLASS MEETINGS

- Alumni Hall (Superintendent briefings only)
- Mitscher Hall
  (AV available—class brings laptop and HDMI cable)
- Rickover Hall 102 or 103
  (AV available—class brings laptop and HDMI cable)

LUNCHES, DINNERS, AND RECEPTIONS

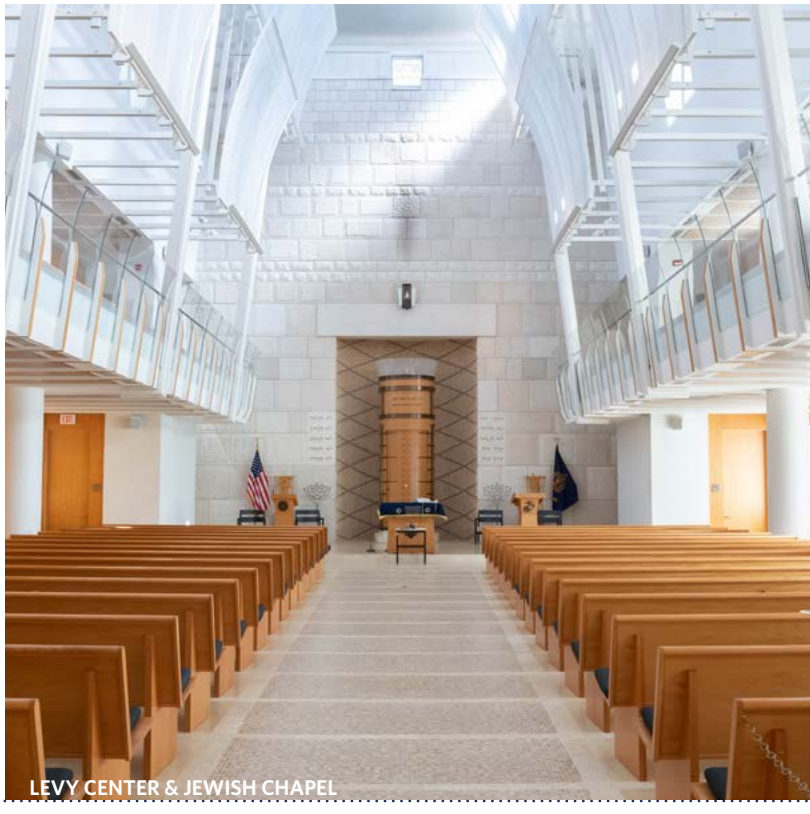
- Alumni Hall—arena floor for the **50th reunions only**
- Dahlgren Hall
  (if available, midshipmen activities take precedence)
- Bo Coppedge Room (Alumni Hall)
- Naval Academy Club—Banquet rooms

MEMORIAL SERVICES

- Brigade (Main) Chapel
- St. Andrew's Chapel
- Memorial Hall
- Levy Center

MIDSHIPMEN STORE SHOPPING

Reunion classes may shop at the Mid Store, but must apply for a Mid Store shopping card either at the store or in advance at: https://navalacademytourism.com/midshipmen-store.


LEVY CENTER & JEWISH CHAPEL

Reception Spaces at USNA

Dahlgren Hall

Dahlgren Hall is a popular spot for 50th Reunion receptions/dinners. It is large enough to accommodate up to 800 guests seated. Reserving Dahlgren Hall is done through the Class Programs Office, working with Special Events at USNA. Dahlgren Hall may not be available on Friday evenings, following parades, as it serves as a weather-alternate site for the Superintendent's post-parade receptions.

Alumni Hall

The Alumni Hall arena floor is the largest venue on the Yard and can accommodate more than 1,000 seated guests. As Alumni Hall is used daily by the Brigade for many purposes, only the 50-year class may reserve Alumni Hall, and it is recommended to make the request **a year in advance**. Reservation of Alumni Hall is coordinated by the Class Programs Office and USNA Special Events. Note that Alumni Hall is not available for check-in.

Naval Academy Club

The Naval Academy Club has several rooms that can host smaller receptions, lunches, and smaller class meetings. For more information, please contact the Naval Academy Club at www.navalacademyclub.com.

U.S. Naval Institute, Jack C. Taylor Conference Center

To schedule, please contact Ally Burchell, Director of the Jack C. Taylor Conference Center at aburchell@usni.org, 410-295-1083.

Catering in USNA Facilities

Functions within USNA facilities, regardless of the sponsoring activity, are exclusively catered by the Naval Academy Business Services Division (NABSD), also known as Naval Academy Catering. You may contact Naval Academy Catering at 410-293-2897.

King Hall Brunch

Sunday brunches in King Hall are open to priority reunion classes. The class must make a special request through Class Programs, who will arrange with Midshipmen Dining Services (MDS). Sundays are the ONLY day brunches are permitted. Brunch is served family style and the price is $7.25 per person (as of November 2026). MDS will be alerted to the number attending and will bill the classes accordingly afterward. Please note reunion classes will be allocated tables and may not sit with the Midshipman.

USNA Golf Course

To schedule, please contact the Pro Shop at 410-293-9745.



DAHLGREN HALL EVENT SETUP



USNA GOLF COURSE



KING HALL

Parking on the Yard

Parking on the Yard is extremely limited. Home football weekends, Homecoming, and multiple reunion weekends are the most crowded. Arranging for bus transportation is highly recommended, but driving buses onto the Yard must be carefully planned ahead of time. Buses may not simply drive on without prior notice. Class Programs will need a bus schedule of all activities going to the Yard or to the stadium which will be sent to Naval Support Activity Annapolis, who oversee security at USNA.

Accessing the Yard

Only drivers with Military ID or DBIDS cards may drive in through Gate 1 and Gate 8. Cars with handicapped placards may also drive onto the Yard. Anyone may walk through Gates 1 or 8, and Gate 3 if open, but must show a approved photo ID: Military ID, DBIDS, REAL ID, EDL or U.S, passport. Please check the USNA Visitor Center website for current security restrictions at https://www.usna.edu/Visit/ prior to your reunion.

International classmates

Given recent restrictions on foreign nationals accessing military installations, there will be an extra step required for international graduates to access the Yard for their reunions.

Ahead of your class reunion, you will be required to fill out an access request form for Naval Support Station Annapolis (NSAA) with the names of the foreign nationals. NSAA will conduct backgrounds checks and approve the request accordingly.

The Fluegel Alumni Center

The Fluegel Alumni Center (FAC) was built for alumni to enjoy when they return to Annapolis. It is already a premier venue for meetings, receptions, weddings, and more.

The FAC features beautiful spaces both indoors and outdoors overlooking College Creek. It can serve as a reunion headquarters with check-in, class meetings, memorial services, cocktail receptions, and includes its own Blue & Gold Bar which can be rented for a fun, casual event. The FAC has parking, gorgeous views of USNA, College Creek, and downtown Annapolis. The FAC Events Department will provide a list of approved vendors for catering, rentals, and florals.

A sampling of spaces for rent:

INTERIOR:

- Reinemund Conference Room: Capacity 350 Reception, 240 Banquet
- Natter Conference Room: 150 Reception, 110 Banquet
- Blue & Gold Bar: 140 Reception, Banquet 70

EXTERIOR DECKS:

- South Deck: 250 Reception, 160 Banquet
- Sullivan Terrace: 225 Reception, 150 Banquet
- East Patio: 160 Reception, 105 Banquet

We offer discounted fees for alumni.

EVENTS POINT OF CONTACT:
Bridgette Stine
Bridgette.Stine@usna.com
410-295-4030

FLUEGEL ALUMNI CENTER



Navy-Marine Corps Memorial Stadium (NMCMS)

Because the Alumni Association does not own NMCMS, classes must work directly with stadium staff to schedule and plan non-tailgate events there. To reserve spaces at the stadium, please contact Kris Whitacre Morgenthaler at 410-293-8712 or whitacre@usna.edu.

Lunch/Reception/Dinner/Dance

- N* Room (Banquet facility)
- Navy Lacrosse Hall of Fame (Banquet facility)
- Flag Bridge (non-game day)
- Akerson Tower (non-game day)
- NAAF Pavilion (non-game day)
- Minter Pavillion (non-game day)

Memorial Services

- Battle Arches
- N* Room Banquet Facility

All rental expenses are determined by NAAA and the approved caterer.

HOTEL ACCOMMODATIONS

Annapolis is a relatively small city, so the hotel options for reunions aren't huge, and there can be stiff competition for rooms, especially on footballand Boat Show weekends. The sooner you can contact them to discuss a room block, the better rate you will get. Hotel reservations should be made as soon as a reunion weekend has been selected. Many hotels will sign a contract as far as five years out and will lock in a reasonable rate. Be sure to consider the banquet facilities your class might need when choosing a host hotel. A list of hotels used by recent reunions can be found in the Appendix (pg 23).

It is important to carefully review and understand the terms of your hotel contracts, as some classes have paid for unused accommodations. Classes are solely responsible for their contract, and as such, Class Programs recommends working with a hotel booking consultant who will help negotiate better rates and terms and who can ensure that attrition deadlines are met to minimize any loss to the classes. These consultants typically take their fee from the hotels, not the classes.

The Alumni Association recommends working with a vendor for booking hotel blocks*:

LamontCo
https://www.lamont-associates.com/
Lauren Singer Perry, Assoc. VP
678-369-1230
lsinger@lamontco.com

Visit Annapolis
Visitannapolis.org
Jana Carter
410-280-0445 x 307
jcarter@visitannapolis.org

* Vendors are able to negotiate pricing and provide lodging options from which you may select your official reunion hotel.



NAVY-MARINE CORPS MEMORIAL STADIUM

COMMUNICATION AND PROMOTION

Once your reunion planning committee has confirmed a date with the Class Programs Office and secured a hotel and tailgate spot, the next step is to GET THE WORD OUT so that classmates can SAVE THE DATE.

There are many strategies to alert your class about the reunion:

- Send out an email.
- Create social media group to amp up excitement.
- Update the class myUSNA page to include class reunion information.
- Highlight the reunion in the class Shipmate column.
- Place two free full-page ads in Shipmate during the reunion year.

Shipmate Columns and Advertisements

Any class having a major reunion (every five years) can have two full-page ads in the year leading up to the reunion. The image size is approximately 7x9 inches. Most classes send a Word document containing their schedule, details, and point of contact information. The Alumni Association will design the ad in our magazine format and include your class crest. Feel free to create your own ad and send it by the class news deadline. The Communications staff will check it and let you know if it meets our print requirements. If you decide to create your own, please send it as a JPEG, TIF or PDF that is high resolution (300 dpi.).

Please email to *Shipmate* at classnews@usna.com.

myUSNA

myUSNA is a dynamic social media platform designed specifically for the U.S. Naval Academy Alumni Association. It serves as a centralized digital hub for alumni, providing a unique space for connection, communication, and community building. Unlike general social media platforms, myUSNA is tailored to meet the specific needs and interests of our alumni community. It offers features that enable alumni to stay connected with the Academy, engage with fellow alumni, and keep abreast of the latest news, events, and initiatives. The platform is intuitive, user-friendly, and dedicated to fostering a strong sense of belonging and engagement among all its users.

myUSNA serves as the cornerstone of our digital engagement strategy, offering a versatile and user-friendly platform for our alumni community. It is a comprehensive tool designed to facilitate communication, event organization, news dissemination, and interactive forums, all in one accessible online space.

To discuss myUSNA for your class, please contact:
Isaac Phillips
Recent Graduate & Affiliate Engagement
410-295-4036
Isaac.phillips@usna.com.

- **Event Management**: Organize and publicize community events with ease. myUSNA allows you to create event listings, manage registrations, and communicate with attendees, ensuring a seamless event experience.
- **Reunion Registration/Payment**: Use the site to stage your reunion registration system. With custom registration responses, immediate reports, and built in communications for both registrants and interested classmates, you can handle sign-ups effectively through myUSNA.
- **News Sharing**: Keep your community informed with the latest updates and stories. The platform enables you to post news articles, announcements, and other relevant content, fostering an informed and connected alumni network.
- **Community Forum**: Engage in meaningful discussions and exchange ideas. The forum feature of myUSNA is an ideal space for alumni to connect, discuss various topics, and share insights, strengthening the bonds within our community.
- **Integrated Communication Tools**: With built-in messaging and notification systems, myUSNA ensures that staying in touch with your community members is straightforward and effective.

Website

The class page on myUSNA is the perfect venue to advertise the details of the upcoming reunion. Be sure to list the hotel, schedule of events, bus transportation plan, and registration information. Your reunion dates will also be included on usna.com/class-reunions along with your registration link for easy access by classmates.

Why Should I Use myUSNA?

For our Volunteer Leaders, myUSNA presents an invaluable opportunity to enhance group dynamics and outreach. As leaders, leveraging this platform allows you to create a more cohesive and engaged community. It facilitates efficient communication, event promotion, and member interaction, all within a context that resonates with the shared experiences and values of USNA alumni.

By using myUSNA, leaders can effectively disseminate information, gather feedback, organize events, and foster a sense of unity among group members. The platform's targeted nature ensures that your messages reach the right audience, enhancing engagement and participation. Embracing myUSNA as a primary communication and engagement tool can significantly augment the impact and reach of your group's activities and initiatives.

Functionality

myUSNA offers a diverse range of functionalities tailored to meet the needs of our volunteer leaders. This comprehensive platform enables the efficient organization of events, the sharing of news and updates, and the facilitation of vibrant community forums. Leaders can easily email their groups, manage member details, and view current member lists, streamlining communication and engagement. With myUSNA, leaders can craft targeted email campaigns, track their performance through analytics, and utilize a shared calendar for event coordination. Moreover, the platform's user-friendly interface ensures a smooth experience, fostering enhanced interaction and connectivity within the alumni community.

Communication

myUSNA's campaign feature simplifies mass email communication. Leaders can filter audiences by location, demographics, or membership, ensuring targeted outreach. After sending, immediate analytics reveal the email's performance, aiding strategy refinement. Additionally, the news feature enables leaders to share updates and announcements, keeping the community informed and engaged. These tools together enhance the efficacy of group communication.

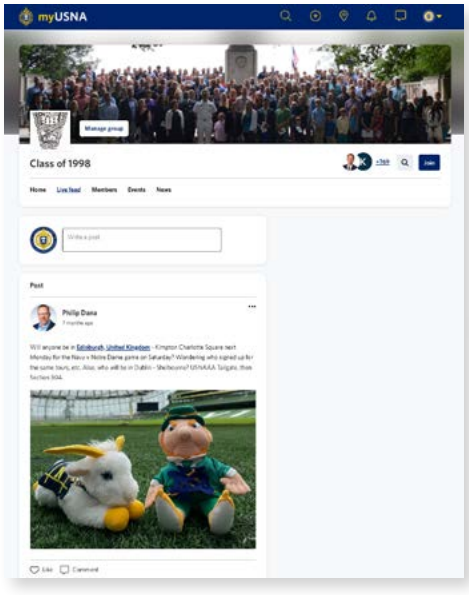
Event Registration

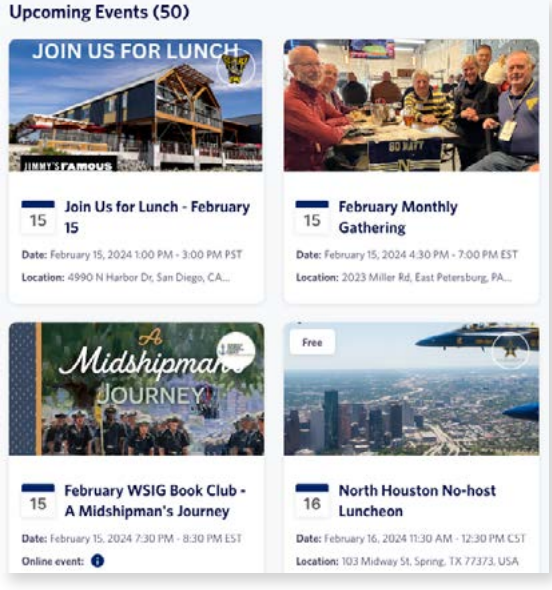
myUSNA streamlines event management, allowing leaders to effortlessly create and publicize events. The platform supports online registration and attendee management. A standout feature is the check-in process at events, which is made efficient through QR code scanning. This technology simplifies attendee tracking, enhancing the overall management and experience of the event. These integrated tools on myUSNA ensure that organizing and executing alumni events is both effective and user-friendly.

How To's

As you explore the diverse functionalities of myUSNA, we encourage you to utilize the wealth of resources available for any questions or further learning. For quick queries, our comprehensive FAQ section offers immediate answers. For more in-depth guidance, the Admin Media Center is a treasure trove of training materials. Additionally, our Super Admins on the group admin page are a go-to source for best practices and practical tips. These resources, combined with our team that is reachable at myUSNAfeedback@usna.com should provide the necessary information to utilize myUSNA for all of your group needs.

For more information about myUSNA, please contact:
Isaac Phillips
Recent Graduate & Affiliate Engagement
410-295-4036
Isaac.phillips@usna.com.





MEMORIAL SERVICES

Perhaps the most important, and certainly most moving, event of your class reunion is a memorial service to remember your fallen classmates: USNA AA Memorial Affairs (obits@usna.com) can provide an updated list of deceased classmates. The Class Programs office will support your class in answering questions, sharing experiences, and providing lessons learned. The location and manner for the ceremony conducted varies from class to class, and year to year. This is an opportunity to honor your classmates in your own particular, heartfelt way.

Video Recording

The Memorial Service is often the cornerstone of a class reunion, but many classmates cannot return for their reunion and miss this important commemoration. The Alumni Association now offers a video recording of your memorial service, which will be uploaded to our YouTube channel for viewing later. There is no charge for this service, and your service will be viewable online.

Chapel Services

USNA Memorial Affairs will be coordinated through the Class Program Office, USNA Special Events, and Memorial and Chapel Affairs. For services in the Brigade Chapel, classes may request a chaplain (or supply their own), an organist, and a bugler. Other music may be requested from the Music Department by the Class Programs Office*. Classes are responsible for choosing readings and providing persons to read them, as well as designing and printing their memorial programs. There is no charge for Memorial Services, music, or a chaplain. The Memorial Affairs Office will need a copy of your Order of Service 2 weeks in advance of your service date, please forward this to the Class Programs Office.

Memorials in the Brigade Chapel may be reserved up to six months in advance by the Class Programs Office. **Please *do not reach out to Chapel staff directly to reserve your memorial.* Once a service is scheduled and approved, if you have any questions regarding your service, please send them through the Class Programs Office.**

Reservations for memorial services are contingent on the availability of the chapel and the schedule of the chaplains. Class members who are ordained clergy should officiate, if possible.

If a Catholic clergy, priest or deacon, will be presiding, they will need to provide the Memorial Affairs office with a Letter of Suitability.

Available times for memorial services in the main Brigade Chapel and St. Andrew's Chapel are Monday through Thursday from 9:00 a.m. to 2:00 p.m., Friday at 10:00 a.m. and 11:30 a.m. only. Services are to last no more than 35 minutes.

Uriah P. Levy Center and Miller (Jewish) Chapel

Chapel memorial services may be conducted in connection with USNA class reunions, subject to approval by the Jewish Chaplain. Ceremonies may be held in the Uriah P. Levy Center and Miller Chapel on Sundays from 9:00 a.m. to 12:00 p.m. There are restrictions to services in the Miller Chapel and your service script will need to be vetted by the Jewish Chaplain.

Other Locations

Services for other locations throughout the Yard are not coordinated by Memorial Affairs but Class Programs will assist in securing space for a memorial service elsewhere such as Triton Light, or Memorial Hall, if necessary. The Chapel staff is not involved in securing chaplains, music, or a bugler for locations other than the Brigade Chapel. Those arrangements will be made separately by the Class Programs Office.

Memorial Hall/Triton Light

For memorials performed in Memorial Hall or at Triton Light, Class Programs will work with the USNA Special Events Office to schedule and set-up your event. A standard set-up will include one podium, two tables on either side of the entrance for programs and/or flowers, and 200 chairs. More chairs are not possible, so your class may be standing room only in Memorial Hall. No chair or podium set-up is provided for Triton Light memorials. Reunion memorials may be held in Memorial Hall or at Triton Light depending on availability. Classes are welcome to bring a portable player to provide their own music but must keep at a respectful volume.

To request the USNA Band or bugler: The Class Programs Office will submit the request to the Music Department. Chaplains and organists are not available for services at Memorial Hall.

* These requests are required no later then 1 month prior to your renion.

Memorial Hall Protocol

USNA INSTRUCTION 5060.6 (found in the Appendix) provides guidelines for those alumni to be honored in Memorial Hall. The names of alumni Killed in Action (KIA) or lost in Operational (OPS) events are listed in Memorial Hall by class lists. For classes that choose to hold reunion memorial ceremonies in Memorial Hall, special care should be taken in recognizing those who have been lost by other means besides KIA or Operational Loss. For recognized deceased classmates who are not KIA and OPS loss listed in Memorial Hall, special class reunion planning and procedures are recommended, with particular attention to this issue by Class Reunion coordinators, the Class Programs staff, and the Alumni Association Memorial Affairs staff. This aspect of class reunion memorial services must be coordinated carefully in planning and execution.

NMCM Stadium Battle Arches

Classes also have the option to hold memorial services at NMCM Stadium. Please contact the stadium directly for pricing and options at navystadium@usna.edu, or call 410-293-9706.

Memorial Programs

Classes are responsible for creating and printing their own programs. The Class Programs office can provide examples of recent memorial service programs.

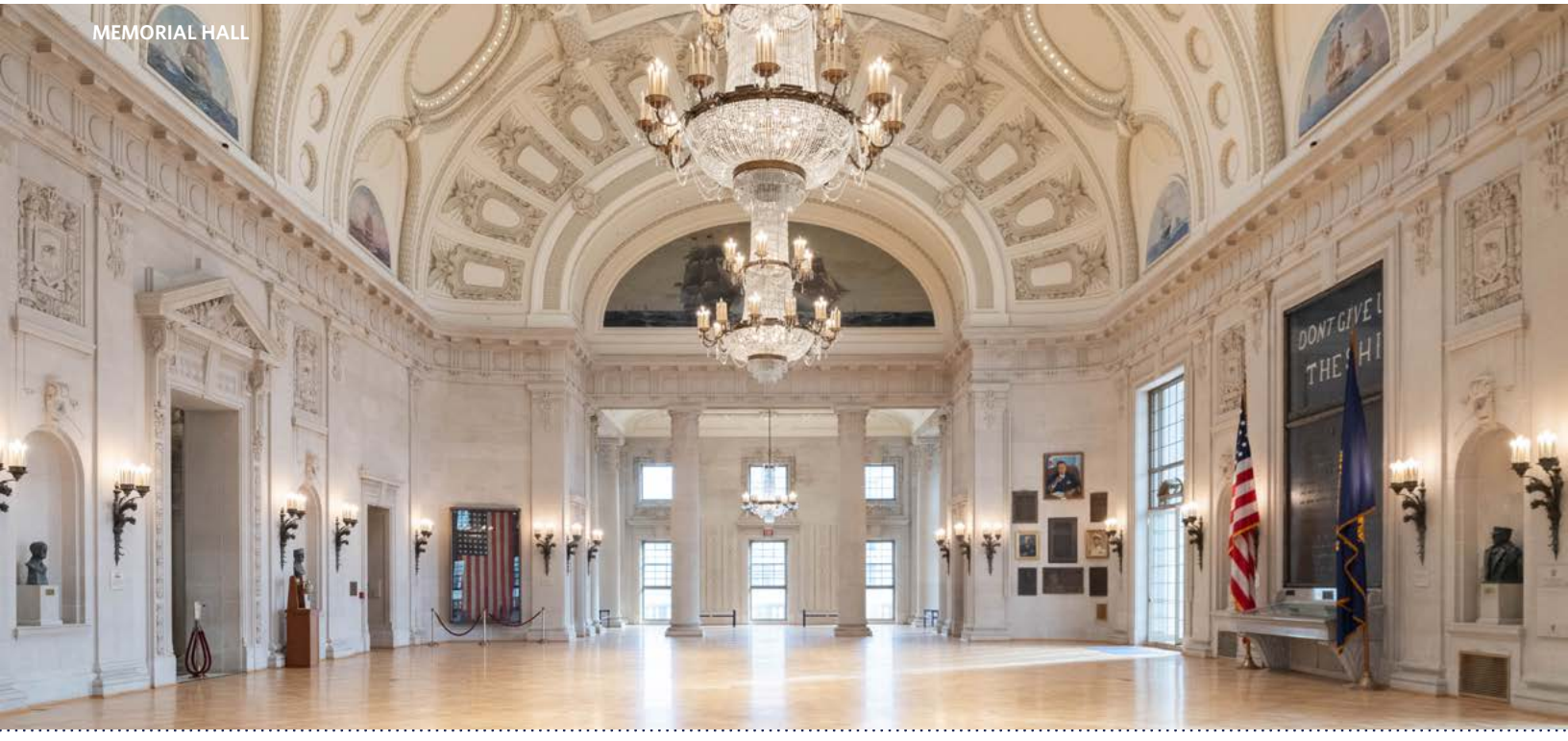
SUPERINTENDENT'S BRIEF AND CLASS BRIEFING NOTES

During a class reunion, the Superintendent, along with the President/CEO of the USNA AA&F, will welcome back and address the class with a "State of the Academy" presentation. These briefs are typically scheduled in Alumni Hall at 1:30 p.m. on Fridays prior to the formal Dress Parade, but this schedule is subject to change. The brief is an opportunity to meet the Superintendent, hear about recent goings-on at the Naval Academy, and is generally followed by a lively Q&A. This is when classes may present their Class Gifts to the Superintendent. The Alumni Association is also happy to submit requests for other USNA officials to brief the class. Requests are made through the Class Programs Office.

Class Briefing Notes

In preparation for the Superintendent's brief, the Class Programs office will send briefing notes to the Superintendent and USNA AA&F President/CEO, to acquaint them with your class. Your class briefing notes, as kept by the Class Programs office, are updated before sending. A copy will be sent to the class president in advance of the reunion for you to review and make any edits or corrections. You may add any information you think relevant, important, or even just funny, as they are YOUR class notes and represent who YOU are. These briefing notes will then be sent to the Superintendent's office and to the President/CEO and to our own staff at the USNA AA&F.

A copy of a class briefing notes is in the Appendix (page 27). Anytime you wish to request a copy of your class briefing notes, please contact the Class Programs Office.



MEMORIAL HALL

USNA HOME FOOTBALL

Football Schedule

The football schedule is typically available in February when it is released to the public by NAAA. Prior to that there are a few games pre-scheduled well ahead, and some classes choose to book these weekends rather than wait until February to decide. Those future schedules are available online at navysports.com.

Scheduling and Class Priority at Navy Marine Corps Memorial Stadium (NMCMS)

In accordance with USNA Superintendent's guidance, the following alumni class precedence is assigned:

- 50th reunion
- 55, 60th or higher reunion
- 40th reunion
- 30th reunion
- 25th reunion
- 20th reunion
- All other reunions are first come, first serve

During the COCP in Spring, the priority classes will be informed that known football dates for Fall two years ahead are available for booking. These classes have until the November COCP to decide if they want to select one of these available dates. After November, any unclaimed dates will be made available to all other classes on a first-come, first-served basis. Once the football schedule is published, all remaining classes may request dates, but the remaining priority classes still get the first choice. This also applies to bookings at FAC.

	SPRING COCP	FALL COCP	FOOTBALL SCHEDULE
2026	'28 known dates open for priority classes	'28 known dates open for reamaining classes	End Feb 27 remaining '27 reunion dates
2027	'29 known dates open for priority classes	'29 known dates open for reamaining classes	End Feb 28 remaining '28 reunion dates
2028	'30 known dates open for priority classes	'30 known dates open for reamaining classes	End Feb 29 remaining '29 reunion dates
2029	'31 known dates open for priority classes	'31 known dates open for reamaining classes	End Feb 30 remaining '30 reunion dates
2030	'32 known dates open for priority classes	'32 known dates open for reamaining classes	End Feb 30 remaining '31 reunion dates

If the 50th reunion class elects to wait for the release of the football schedule rather than select a pre-scheduled game, they will not have the option to later displace another class from a previously scheduled game.

Tailgate Spaces

NMCMS can accommodate up to three tailgates per game during the fall football season.

These spaces are:

- Class Ring Northeast (CRNE): double decker tent
- Class Ring Northwest (CRNW): double decker tent
- Admiral Lawrence N* Banquet Room (indoors)

These spaces are reserved according to class priority with 50th reunions having first choice. After priority classes have been offered spaces for any pre-scheduled games, any remaining spaces are offered on a first come first served basis. This system will also operate once the full schedule is released in February. **All bookings for tailgate spaces are to be done through the Alumni Reunions Manager.**

Tented Spaces: CRNE and CRNW

These two tailgate spaces are located inside the stadium gates at the Memorial Plaza end of the stadium. The semi-permanent tents located in these spaces feature two levels and can accommodate up to 900 guests, along with bars, buffets, tables, and chairs on each level. The grassy space in front is also included. From the top level, the tents overlook the stadium so guests can watch the game. As these sites are located inside the gates, game tickets are required for entry. Anchor & Aisle is the exclusive caterer for the CRNE and CRNW tailgates. The tailgate site fee includes the tent but does not include catering or other rentals.

Admiral Lawrence N* Room

The N* Room and Navy Lacrosse Hall of Fame Room are indoor spaces, located inside the stadium gates, so game tickets are required. This space is available year-round. Anchor & Aisle is the exclusive caterer and rental fee includes tables and chairs.

N* Room: 8,500 square foot room that is dividable into three sections (Sections A, B, and C). Section A includes a bar area.

Seated/standing capacity:

Sections A, B, & C:	530/1,150
Section A:	175/500
Section B:	100/300
Section C:	140/340

Football: Tickets/Blocks

The Class Programs office does not coordinate ticket blocks for reunions, as NAAA owns all game tickets and understands all the needs for any game. Call the NAAA Ticket Office at the two-year point if your reunion date is set in advance. Call again one year out.

If your class is waiting for the football schedule to determine the reunion date, call as soon as the date is set, typically in mid-February.

NAAA Ticket Office: 410-293-8791.

Reunion Classes are given a "group pin number" that your classmates can use to order tickets online or by phone. Prices are always subject to change, please check with the NAAA for season prices.

Football Game Schedules: www.navysports.com.

Football: Parking and Security

The Naval Academy has security precautions in place at Navy-Marine Corps Memorial Stadium since Sept. 11, 2001. There is a limited reentry policy for those leaving the game. Stadium reentry is permitted beginning at half-time through designated gates on each side of the stadium.

The stadium has a clear bag only policy. Fans are allowed to bring in seat cushions and blankets, subject to search at a bag check line at each gate. Oversized, or non-compliant bags will be stored in a secure area for retrieval after the game. Due to heightened security, all persons and items are subject to search on entry to the stadium.

Non-clear bags, coolers, container, cans, bottles, glass, water bottles, umbrellas, sticks, and alcoholic beverages are not permitted into NMCMS. These items will be confiscated at the gate and held in a secure area until end of game for the owner to retrieve.

Stadium Parking

Parking at NMCMS is restricted to season ticket holders or advanced ticket sales during home football games. Parking is available in surrounding parking garages, Germantown Elementary School and Park and Ride on Riva Road. Shuttle buses are available during the games. Bus transportation is recommended for reunions.

If you are planning an event outside of game days (e.g. a Welcome Reception in Akerson Tower), you will need to arrange for parking through Navy Stadium Parking. You can arrange for each car to pay separately. All guests will typically enter the parking lot through Gate 5 off of Taylor Avenue.

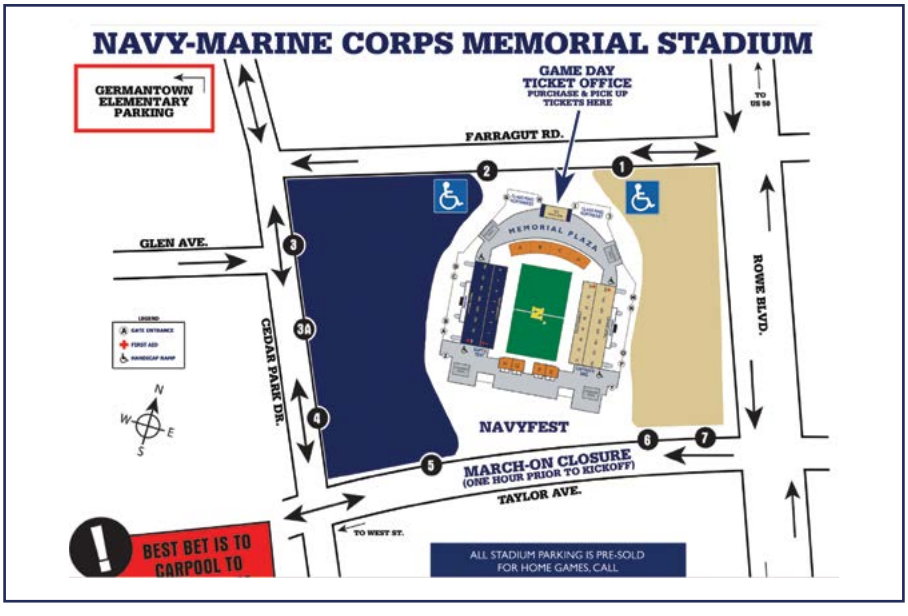
Navy Stadium Parking:
www.navystadiumparking.com
847-404-3514
info@navystadiumparking.com

Bus Access and Parking

Game day bus access and parking must be arranged ahead of time with NAAA. If your class will be bussing to the stadium and/or picking up afterward, each bus will need a bus pass to enter the stadium lot, purchased from NAAA.

Additional Tailgate Security

There will be security assigned to your tailgate area, but each class has the option to hire additional security if they would like. Note that security does not include staffing for your check-in. For more information on this, please contact the SAFE Office at 443-865-6070.



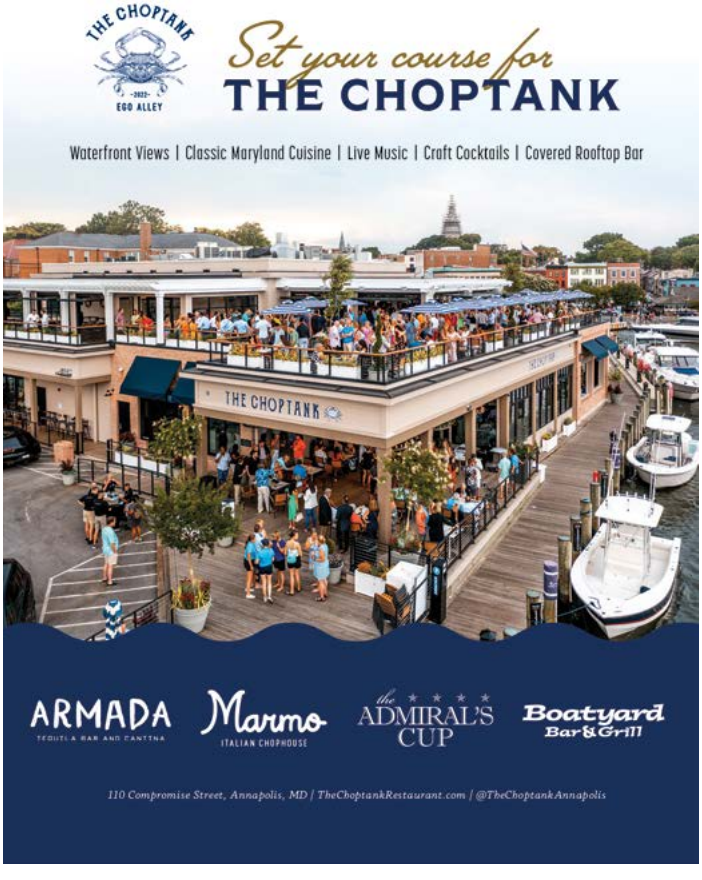
Audio Visual at NMCMS

A/V needs not met by the equipment provided in either the N* Room or Navy Lacrosse Hall of Fame may be arranged through one of our "Preferred" A/V Companies. Groups are permitted to provide their own A/V equipment. The facility fee does not include additional equipment.

Additional questions and concerns can be directed to navystadium@usna.edu or 410-293-8722.

For all Game-Day hospitality questions please contact:

Kris Morganthaler
410-293-8712
whitacre@usna.edu



TRANSPORTATION

As all alumni from USNA already know, traffic in Annapolis can be difficult and parking is harder to find every day. It is highly recommended that reunion classes use buses to transport their classmates onto and around the Yard and stadium. Some classes have buses transport them from their HQ hotel and others choose to park at the stadium (non-game days) and have the buses shuttle them to the stadium. Note, there is not currently any public transportation that goes to or from the Academy. All buses must be pre-arranged.

Bus schedules need to be submitted to the Yard security (Naval Support Activity Annapolis) by Class Programs no later than two weeks prior to the reunion in order for security staff to be in place and aware of buses coming. Security measures are subject to change and currently all buses will be required to de-board their passenger at the Gate 1 Visitors Center for screening. All buses must have clear signage ("USNA Class of 1985 Reunion").

To drive onto the Yard in your own vehicle, you will need a current DoD or military ID, or handicapped placard or tags. Please note that parking will not be easy on reunion Fridays.

There are two local bus companies the USNA AA recommends:

Towne Transport/Annapolis Bus Company, Inc.
www.townetransport.com
410-266-3392
Antonio Hamlin - POC

Chesapeake Charter Buses
www.chesapeakecharter.net
410-757-3000
Kasey Lonergan – POC

Electric Shuttles provide an easy mode of transportation for small groups:

Annapolis Eventours (electric shuttles)
www.annapoliseventours.com
443-510-1348

USNA GEM Tours (electric shuttles touring the USNA)
https://navalacademytourism.com/book-a-gem-driving-tour
410-293-TOUR

REUNION REGISTRATION

Providing an easy registration process is key to your reunion.
Options include:

- myUSNA—USNA AA&F's exclusive platform to connect alumni.
- Third party vendor for online registration.
- Online registration via www.usna.com (small reunions).
- Most classes use an online service, as it is most cost effective and time-saving. If the reunion attendance expectation is under 250, the Class Programs office can set up online registration on the usna.com website.
- Mail-in registration is available with lockbox service.

Online Registration

The Alumni Association recommends online registration services to our reunion classes, as this format is simple, nimble, accessible to nearly all, and cost-effective. Some recommended options are:

myUSNA.com is the USNA AA&F's exclusive online platform for alumni. For reunions, myUSNA streamlines event management, allowing leaders to effortlessly create and publicize events. The platform supports online registration and attendee management.* A standout feature is the check-in process at events, which is made efficient through QR code scanning. This technology simplifies attendee tracking, enhancing the overall management and experience of the event. These integrated tools on myUSNA ensure that organizing and executing alumni events is both effective and user-friendly. Use of the platform is free but processing fees for online payments are the responsibility of the class.

www.Reunion.events (previously Signupnow.events) is a third-party alumni owned option that can supply reunion management for a fee. Services include event financial modeling, online registration and funds disbursement, fallen classmate and surviving family management, company rep management and targeted communication, polls & elections, data driven professional nametags, real time profit and reporting. This company is owned and operated by Evan Barnet '91. The Alumni Association does not have a formal relationship with Reunion.events nor do we receive any revenues from them.

www.ArmedForcesReunions.com is a third-party option that provides a comprehensive service including full service event planning, onsite management, hotel bookings, online registration, registration materials, transportation, and accounting for a fee. The Alumni Association does not have a formal relationship with AFR, nor do we receive any revenues from them.

Management of Reunion Monies via Online Registration

The Alumni Association offers a "Cash Management System" wherein all monies submitted for reunions can be received, processed, and deposited directly into a Class account at USNA AA. This service includes reunion bill payment from the Class Alumni Association Account. Please note that monies not routed through the Alumni Association system must be deposited into the Class account by check made out to the Class. The Alumni Association is unable to accept electronic transfers of funds from outside sources.

All invoices from reunion vendors and service providers can be directed to Treasury for payment from the class account. Invoices, accompanied by approval from the Class President or Treasurer for payment, should be emailed to checkrequest@usna.com. The Cash Management System Agreement Form must be signed by the Class President or Treasurer and returned to the Class Programs office. The Cash Management Agreement Form is found in the Appendix.

Payments made through the Class Alumni Association Account, will benefit from our Maryland Tax Exempt status. For a state tax exempt certificate, contact the Class Programs Office.

When a vendor needs to be paid, the amount of the check and the payee, along with authorization from the Class President or Treasurer via email, must be provided to Accounts Payable. Please send the approved invoice to checkrequest@usna.com.

Checks are normally cut on the 10th and 25th of each month. Check requests must be received two weeks in advance, (e.g. request received by 11th of month for payment on 25th of month). Please inform your vendors of these deadlines so they will request payment within our check issuance schedule.

* This site is managed by the class, with training provided by the Alumni Association.

Reunion.events
FULL-SERVICE REUNION PLANNING

Every reunion, handled — start to finish.

One team, one solution for the whole process: pre & post surveys, venue and vendor booking, event marketing, online registration & payments, elections, budgets, support for fallen classmate families, company rep management and a clear wrap-up report your committee will actually read. We also do tailgates!

You host the memories. We run the logistics.

It's all about bringing alumni together. Over 91 reunions so far!

Start planning — Contact Evan Barnet, USNA '91
email us at evan@reunion.events or call 203-249-0071

01 — PLAN **Planning & budget**
Site selection, contracts, catering, and a working budget from day one.

02 — GATHER **Event Registration & day-of**
Realtime registration, engagement, RSVPs, event coordination, and on-site management.

03 — REPORT **Wrap-up summary**
Attendance, final spend, and a clean report for the next committee.

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Dan ('91) & Lisa Morio – Owners

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"If AFR plans your reunion it will be the best ever! Been attending AFR sponsored reunions for over 20 years and every one has been a wonderful experience."
-Michael Sullivan, Major Gen., USMC (Ret)

SCHEDULE OF EVENTS

As your reunion schedule begins to take shape, we will put together a Schedule of Events (SOE) with a complete itinerary of events. This document typically goes back and forth between the reunion committee and the Class Programs Office as it is honed down and events such as memorial, class meetings, are approved by the Yard. A sample schedule is below.

Class of **** SOE Examples

Thursday 19 October

0730-1600	Midshipmen Store hours
0900-1700	Visitor Center and Museum hours
1200-1215	Noon Meal Formation
1200-2200	Reunion Check-in at McGarvey's

Friday 20 October

0730-1600	Midshipmen Store hours
0900-1700	Visitor Center and Museum hours
0900-1000	Memorial service in Memorial Hall
1000-1130	Check-in at Mitscher lobby
1030-1130	Class Meeting at Mitscher
1200-1215	Noon Meal Formation
1350-1500	Superintendent Briefing and Alumni Association Welcome in Alumni Hall
1600-1715	Dress Parade on Worden Field
1915-2030	Jewish Service in Levy Center
1800-2200	Welcome Reception at Akerson Tower, NMCMS

Saturday 21 October

0730-1200	Midshipmen Store hours
0900-1700	Visitor Center and Museum hours
1000	Tailgate at Water Tower, NMCMS
1200	Navy VS Air Force

Sunday 22 October

0900-1700	USNA Visitor Center hours
0900-1000	Catholic Service (Main Chapel)
1100-1700	Museum hours
1100-1215	Protestant Service (Main Chapel)

CLASS MEETING

Most classes opt to hold a class meeting to discuss any class business, fundraising, or other activities. This meeting is typically held on a Friday of a fall reunion, as there are other events on the Yard on that day (such as memorials and the Superintendent's brief) making it a logical time for classmates to gather. Class presidents may want to prepare a presentation for their class meeting. Please plan to bring your own laptop along with an HDMI cable, as most spaces designated for class meetings have AV capabilities. Class Programs will be available to assist with AV issues.

The following venues are currently available for reunion events, provided they do not conflict with official USNA events. Class Programs will reserve these spaces for you.

- Alumni Hall (Superintendent briefings only)
- Mitscher Auditorium
  (AV available—class brings laptop and HDMI cable)
- Rickover Auditorium 102 or 103
  (AV available—class brings laptop and HDMI cable)

SWAG/MEMORABILIA

Your class may wish to offer swag/memorabilia to commemorate the reunion. Some classes will conduct surveys to determine what the classes may want to offer. We work with many companies that custom-create these kinds of items.

Visit our Alumni Merchandise landing page for a list of merchandise partners:
https://www.usna.com/shop

CLASS 'SHOPS'

Zancan Apparel and Forever Firstie can both provide tailored online shops for Class Crest branded merchandise. The Alumni Association has official partnerships with these vendors and classes receive a portion of the commission that will be deposited into the class account no later than 31 March each year.



CLASS OF 1945 REUNION



FOREVER FIRSTIE



ZANCAN APPAREL



SUNO 1420



EASEL ON STRIBLING

CHECK-IN TEAM

Throughout your reunion weekend, you will want to provide classmates with opportunities to check-in or even register late for the reunion. Some classes with a headquarters hotel will designate a 'hospitality room' for check-in and select a location on the USNA grounds for Friday. There are limited spaces on the Yard available for check-in free of charge.

The following locations need to be reserved through the Alumni Reunion Manager:

- '53 Perot Deck of Dahlgren Hall (upper deck)
- Zimmerman bandstand (in front of Chapel)
- Mitscher Lobby

The Naval Academy Club cannot be used for check-in without reserving and paying for the space. Similarly, the Alumni Hall lobby is usually unavailable due to midshipmen activities, Candidate Visits, and other Alumni Hall events.

The Fluegel Alumni Center is available for check-in on Thursdays and Fridays for a nominal fee. You may contact the Fluegel Alumni Center Events team at bridgette.stine@usna.com.

Your reunion committee will need to designate teams of people to staff your reunion weekend and your tailgate check-in or consider using Alumni Association Reunion Assistants to ensure classmates can enjoy their reunion without interruptions.

REUNION ASSISTANTS

The Alumni Association will provide two people to assist with check-in or swag bags for your reunions, up to a total of 20hrs per reunion at no charge. For hours beyond this, the class will be billed at the rate of $20/hour. The minimum time allocated to the class will be 2 hours even if the requested assistance is only 30 minutes. They may be utilized at your welcome check-in or reception/dinner or tailgate check-ins. Staff will not be supplied with laptops or other technology, so please ensure they have what they need. If staff are working a longer shift, please provide them meals/bathroom breaks It is vital that a member of the reunion committee be available at all times to answer questions or address issues or concerns that may arise while the reunion assistants are providing support.

Guidelines for utilizing this service are:

Class to provide:

- Mobile number for at least 2 POCs at each location should the support staff have questions or need assistance
- All check-in materials (check-in list, pens, paper, nametags, other check-in items)
- Laptops, printers, Wi-Fi or other equipment needed for check-in
- Parking for reunion support staff (on the Yard, Class Programs Office will help with this)
- Reimbursement for parking lot fees associated with the assistance.
- If assistance needed on the Yard, arrange for Yard access and parking for the support staff (Class Programs Office will help with this).
- Transportation of swag items to/from locations.
- Removal of all materials and equipment at the end of the staffed event.

Reunion Assistants can provide

- Reunion check-in support
- Tailgate check-in support
- Door monitor for King Hall brunch
- Directional assistance at venues
- Swag assembly/distribution

Alumni Association and/or reunion assistant cannot provide:

- Any check-in materials or equipment
- Collection of cash or processing of payments of any kind
- Parking costs for reunion assistants (will be billed to the class)
- Access to the Yard for non-Enterprise staff
- Personal physical assistance of any kind (e.g., helping attendees on/off buses or Gem cars)

Please send your assistance request with dates/times and location to the Alumni Reunion Manager no later than 1 month prior to your reunion. We will do our best to identify assistants for all requests, but cannot guarantee coverage during peak times or during weekday business hours.

A copy of Reunion Assistance form can be found in the Appendix (pg 25).

FREQUENTLY USED CONTACT INFORMATION

USNA ALUMNI ASSOCIATION & FOUNDATION

Main Switchboard: 410-295-4000

Class Programs Office:
- Wendy Owen, Class Programs
  wendy.owen@usna.com, 410-295-4017
- Naomi Storey, Reunion Manager
  naomi.storey@usna.com, 410-295-4055

USNA AA Treasury: 410-295-4056
- Accounts Payable: Mikayla Owens
  AccountsPayable@usna.com, 410-295-4129
- Accounts Receivable: Patty Ratigan
  AccountsReceivable@usna.com, 410-295-4028

Fluegel Alumni Center Events:
- Bridgette Stine
  bridgette.stine@usna.com, 410-295-4030

Class Giving:
- Sara Brown
  sara.brown@usna.com, 410-295-4130

USNA
- Naval Academy Club Catering: 410-293-2897
- Visitor's Center: 410-263-6933
- USNA Golf: 410-775-2022
- Midshipmen Store: 410-293-2393

USNA MEMORIAL AFFAIRS
(DO NOT USE FOR BOOKING MEMORIALS)
- Joe Fagan, Memorial Affairs Coordinator
  fagan@usna.edu, 410-293-1101
- Chris Silva, Chapel Center Manager
  csilva@usna.edu, 410-293-1105

NAVY-MARINE CORPS MEMORIAL STADIUM (NAAA)
- Events/Hospitality: Kris Morgenthaler
  whitacre@usna.edu, 410-293-8712
- Football Tickets: 410-293-8704
- Facilities Manager: 443-336-7705
- Caterer: Anchor & Aisle: Tracey Newman
  tnewman@bobrooks.com, 410-428-3781

APPENDIX

Annapolis Area Hotels

In addition to utilizing a vendor for bookings, classes may wish to contact hotels directly to secure a room block.

Annapolis Waterfront Hotel (888-773-0786)
80 Compromise St., Annapolis, MD 21401

Candlewood Suites Annapolis by IHG (410-571-9988)
1 Womack Dr., Annapolis, MD 21401

Country Inn & Suites by Radisson Annapolis (410-571-6700) x501
2600 Housely Rd., Annapolis, MD 21401

Courtyard by Marriott Annapolis (410-266-1555)
2559 Riva Rd., Annapolis, MD 21401

Crown Plaza Annapolis by IHG (877-227-6963)
173 Jennifer Rd., Annapolis, MD 21401
96 guestrooms – local shuttle service only available

DoubleTree Hotel Annapolis (410-224-3150 / 800-266-7631)
210 Holiday Dr., Annapolis, MD 21401

Fairfield Inn & Suites Annapolis (443-598-8261)
200 Taylor Ave., Annapolis, MD 21401

Graduate by Hilton Annapolis (410-263-7777)
126 West St., Annapolis, MD 21401

Hampton Inn & Suite Annapolis (410-571-0200)
124 Womack Dr., Annapolis, MD 21401

Hilton Garden Inn Annapolis (844-202-5906)
305 Harry S. Truman Pkwy., Edgewater, MD 21401

Hilton Garden Inn Downtown (410-990-1100)
174 West St., Annapolis, MD 21401

Holiday Inn Express & Suites Annapolis (410-224-4317)
2451 Riva Rd., Annapolis, MD 21401

Residence Inn by Marriott Annapolis (443-598-8260)
200 Taylor Ave., Annapolis, MD 21401

Sonesta ES Suites Annapolis (410-573-0300)
170 Admiral Cochrane Dr., Annapolis, MD 21401

SpringHill Suites Annapolis (443-321-2500)
189 Admiral Cochrane Dr., Annapolis, MD 21401

The Westin Hotel Annapolis (410-972-4300)
100 Westgate Cir., Annapolis, MD 21401

TownePlace Suites Annapolis (410-571-6600)
120 Admiral Cochrane Dr., Annapolis, MD 21401

Fluegel ALUMNI CENTER

UNITED STATES NAVAL ACADEMY
ALUMNI ASSOCIATION & FOUNDATION

Affiliate Meeting / Event Request Form

Affiliate Name

Affiliate POC Name

POC Email

POC Phone mobile: other:

Nature of the event (e.g., meeting, conference, social/gala/celebration, etc.)

Possible Date(s)

Start Time End Time

Number of attendees

Catering Needed/Food Served ☐ Yes ☐ No

Alcohol Served ☐ Yes ☐ No

A/V Needed ☐ Mic(s) ☐ Projector ☐ Hybrid/Zoom

Decoration/Flowers ☐ Yes ☐ No

Other Details?

REUNION ASSISTANT REQUEST FORM

All reunion classes are entitled to 2 assistants for a total of 20hrs (10hrs each). These assistants can be used for a variety of tasks to hopefully enable your reunion committee to spend more time with their classmates.

BASIC INFORMATION

Name: _____ Class of: _____

Email: _____ Phone Number: _____

Reunion Dates: _____

SCOPE OF WORK REQUESTED

CHECK-IN THURSDAY

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

CHECK-IN FRIDAY

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

SWAG ASSEMBLY

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

THURSDAY EVENING RECEPTION CHECK-IN

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

FRIDAY EVENING RECEPTION CHECK-IN

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

SATURDAY EVENING RECEPTION CHECK-IN

Start Time: _____ End Time: _____

Hours: _____

Location (check all that apply)
FAC ☐ USNA ☐ Hotel ☐
Other: _____

TAILGATE CHECK-IN

Start Time: _____

End Time: _____

Hours: _____

Total Hours Requested: _____
(MAX 10 HOURS PER ASSISTANT)

SUNDAY KING HALL BRUNCH [1] (0800-1030)

Yes ☐ No ☐

1. This is recommended for eligible classes due to key card access requirement. Otherwise you must supply a classmate to perform this task to enable entry to brunch.

ANY OTHER INFORMATION:

Classes are to reimburse assistants for any parking costs if they are utilized outside of FAC/USNA. We also kindly request that breaks and lunch are offered if your assistant requires for extended periods.

**Completed Reunion Assistant Request Form should be sent to naomi.storey@usna.com

U.S. NAVAL ACADEMY ALUMNI ASSOCIATION

CASH MANAGEMENT SYSTEM AGREEMENT

With the Class of _____

Lockbox Services:

The U.S. Naval Academy Alumni Association will provide for the Class of _____ a Cash Management Collection and Bookkeeping services for payment of reunion events, merchandise, and fees. Cash Management services are provided through the operations of a lockbox operating system contracted with the Association's operating bank. All monies collected are deposited into the Class of _____ operating account managed by the USNA Alumni Association. The class of _____ agrees to pay a processing fee for all credit card transactions including refunds.

Paper registrations will be returned and held in the USNA AA Treasury Department, located in the Fluegel Alumni Center at 301 King George Street. A class representative is responsible for collecting Lockbox materials on a weekly basis.

On-line Registration:

All monies collected online are processed through a Secure Socket Layer (SSL) connection for credit cards and deposited into the Class of _____ operating account managed by the USNA Alumni Association. The Class of _____ agrees to pay a five percent (5%) processing fee for all online transactions including refunds.

A designated and authorized reunion official will be allowed to view detailed individual and collective reunion registration/ payments online on a real-time basis through Online Community.

Payment of Bills:

The Class Treasurer, President, or assigned representative may authorize checks to be written from the class account. Checks are written on the 10th and 25th of each month. All invoices must have signed approval prior to being submitted for payment. Please forward invoices with signed approval to USNA AA Accounts Payable department two days prior to check date.

Refunds

The Class Treasurer, President, or assigned representative may authorize refunds. All refunds are issued on the 10th and 25th of each month. Refund requests must be submitted in writing at least two days prior to the process date. Information must include amount, name, address, and class year of registrant. Refund for lockbox credit card transactions will be issued by check. Online credit card transactions will be refunded to the credit card used for the original transaction.

_____

Printed Name of Class Official

_____ _____

Signature of Class Official Date

_____ _____

Treasury Acknowledgment Date

SAMPLE CLASS BRIEFING NOTES

Class of 1958 Briefing Notes

50th September 19-21, 2008
"58 IS GREAT"

In 1954, 1,207 entered the USNA and on 4 June 1958, 899 midshipmen graduated.

They entered the following services:

Navy-Surface, Submarine, Air—587
Supply—28
CEC—10
Marine Corps—70
Air Force—185
Army—1
Foreign Nationals—5
Not Physically Qualified—14

CLASS HISTORY

1954 Tradition of mandatory Sunday afternoon "tea fights" resumes.

12 August—Rear Admiral Walter F. Boone, Class of 1921, becomes Superintendent.

1955 Greasing Herndon Monument for Plebe climb following graduation begins.

1 January—the Navy football team wins the Sugar Bowl 21-0 against University of Mississippi.

December—the Superintendent, Rear Admiral Walter Boone, approves naming the Natatorium for RearAdmiral Norman Scott, Class of 2011, who was instrumental starting Navy's swimming program.

1956 Navy wins the intercollegiate dinghy national championship for the first time and will repeat this success in 1957.

16 March—Rear Admiral William R. Smedberg III, Class of 1926, becomes Superintendent.

1957 The Academy's first field house, named for Admiral William F. Halsey, Class of 2004, is completed.

The Class of 1957 is the first class to graduate in the Halsey Field House. Upon completion of this work, some 120 acres have been added, by purchase and reclamation, to the original Fort Severn site. The Yard area totals approximately 287 acres.

While many in our class served in Vietnam, we had only four who died there.

We saw service in every theater and every action from 1958 until our last classmate retired from active duty in 1998. We are now mostly noted for our highly energetic tailgates and cheering section at all Navy home games.

Smedberg Gate dedicated on 30 August 2008, on the Taylor Avenue entrance to the NMCM Stadium.

Link in the Chain for the Class of 2008.

We were the class that invented the class flag. It has been flying since our 25th reunion when it was atop every flagpole at Navy-Marine Corps Memorial Stadium.

FLAGS, GENERALS AND NOTABLES:

RADM	Adams, John Warren *
RADM	Bump, Stanley Earl
RADM	Butterworth, Frank W (deceased)
LtGen	Cooper, Matthew Terry *
Gen	Davis, James Burr
MajGen	Deegan, Gene Austin *
VADM	Dougherty, William Adam
VADM	Eytchison, Ronald Marvin
VADM	Hekman, Peter Maynard
RADM	Hernandez, Jesse Jiminez
ADM	Larson, Charles Robert *
The Honorable	McCain, John Sidney *

DECORATIONS

Purple Heart	8
Silver Star	9
Bronze Star	64

CLASS OFFICERS:

President:	LtCol Gordon M. Gerson, USAF (Ret.)
Vice President:	CAPT John "Frank" Gamboa, USN (Ret.)
Secretary:	CAPT Daniel "Dan" H. Demand, USN (Ret.)
Treasurer:	COL Harry H. Hurst, USAF, (Ret.)
Shipmate Contact:	COL Warren S. Walters, USMC (Ret.)
Web Contact:	CAPT Alfred E. Victor, USN (Ret.)
Database Manager:	CAPT Warren S. Walters, USMC (Ret.), and LtCol Gordon Gerson, USAF (Ret.)
Class Fundraiser:	LtCol Gordon Gerson, USAF (Ret.)

5060.6 Memorial Hall Honorees

Access the PDF of this document at: http://tinyurl.com/DEPNavy50606

DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5060.6
28/SUPE
8 Aug 2017

USNA INSTRUCTION 5060.6

From: Superintendent, U.S. Naval Academy

Subj: MEMORIAL HALL HONOREES

Ref: (a) DODI 1300.18
(b) USNAINST 11100.7
(c) SECNAV Manual 5210.1

1. Purpose. To provide guidelines for those alumni to be honored in Memorial Hall.

2. Cancellation. None.

3. Background. Memorial Hall is accorded special status at the Naval Academy; dedicated to the virtues of "Sacrifice and Valor" and is the "sanctuary of sanctuaries" where USNA remembers our honored dead and the unique contributions Naval Academy alumni have made to the nation. In 1999, at the request of VADM John R. Ryan (56th Superintendent), the Special Memorials Committee was created under the leadership of Col John W. Ripley (USMC, Ret) "to identify all categories of loss for Naval Academy alumni, and to make recommendations to the Superintendent, U.S. Naval Academy for the proper recognition and memorialization of such losses." The Committee's 2000 and 2001 recommendations, approved by the Superintendent, served as foundational guidance for the renovation of Memorial Hall (completed in 2004) and subsequent alumni memorialization.

4. Policy

a. Eligibility. Memorial Hall is primarily dedicated to Valor and Sacrifice. In determining the qualifications for inclusion in Memorial Hall, the following parameters shall be followed:

(1) Individuals honored in Memorial Hall must be USNA alumni. Individuals are considered alumni upon taking the Oath of Office on Induction Day at the start of Plebe Summer. There is no requirement that alumni graduate from USNA.

(2) Sacrifice. Recognizing that USNA alumni are called to duty with an expectation of sacrifice, categories of loss memorialized in Memorial Hall include those Killed in Action (KIA), Missing in Action (MIA), and Operational Losses in the performance of one's duty. Defined further:

(a) KIA. Per reference (a), a hostile casualty, other than the victim of terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility.

(b) MIA. Per reference (a), a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

(c) Operational Loss. An individual lost in the performance of duty as a member of any service while forward deployed, training, or preparing to deploy. The operational aspect is meant to distinguish between those losses in a domestic, non-duty status such as traffic and travel accidents, illnesses resulting in death, or accidents in general that are not as a result of performance of duty in service to the country.

(2) Valor. Those alumni who distinguish themselves through conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty; specifically recognized as recipients of the Medal of Honor, whether while living or posthumously.

(3) Service. A category that takes into consideration lifetime accomplishments and provides a basis for recognition. Existing displays in Memorial Hall honoring service to country shall remain; but future recognition for service will be considered elsewhere on the Yard as recommended by the Memorial Oversight Committee.

b. Those USNA alumni who meet the eligibility requirements of paragraph (4.a.) will be memorialized via the following Memorial Hall displays:

(1) Killed in Action Memorial. The center-front display case recognizes alumni KIA and MIA, listed by war.

(2) Operational Loss Panels. Displayed throughout Memorial Hall, these panels recognize Operational Losses, KIAs and MIAs listed by graduating Class. Those individuals lost during the most recent year will be honored on a panel in the center-right of Memorial Hall; their names will be engraved permanently on the panel representing their Class at year's end.

(3) Medal of Honor Display. Dedicated to those USNA alumni who have been awarded the Medal of Honor.

(4) Individual Memorial Displays. There are numerous existing displays honoring individual or small groups of USNA alumni, most memorialized for valor. Future memorials for valor within Memorial Hall will be considered by the Memorial Oversight Committee.

(5) Policy and instructions governing the use of Memorial Hall and other USNA facilities are delineated in reference (b).

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).

6. Review and Effective Date. Per OPNAVINST 5215.17A, Flag Secretary will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

W. E. CARTER, JR

Distribution:
Non-Mids (Electronically)

Miscellaneous Local Vendors

HOTEL BOOKING AND CONTRACT NEGOTIATION

LamontCo
Lauren Singer Perry, Assoc. VP
678-369-1230
lsinger@lamontco.com

Visit Annapolis
Jana Carter
410-280-0445 x 307
jcarter@visitannapolis.org

BANNERS AND SIGNS

Signcraft Graphic Arts
410-268-2008, signcraft@signcraft.com

Woodgoes Signs
410-798-4409, 443-336-4398, woodgoes@comcast.net

PRINTING

Annapolis Copy & Print
410-224-4100

Bravo Print Partners
770-670-5313/Toll Free 855-351-2496

CRUISES (COCKTAILS, DINNERS, AND LUNCHEONS)

Watermark Cruises
410-268-7601, ext 130

Average Reunion Attendance Statistics

REUNION YEAR	CLASSMATES TOTAL	AVERAGE TOTAL ATTENDANCE
5th	73	217
10th	261	481
15th	216	477
20th	368	819
25th	399	819
30th	441	878
35th	370	680
40th	448	824
45th	320	609
50th	455	791
55th	208	413
60th	154	260
65th	67	146
70 & 75th	8	51

REUNION INTAKE FORM

1. CLASS AND POINT OF CONTACT

Class Year		
Anticipated Attendance	Alumni:	Family/Friends:
POC Name		
Title/Role		
Email		
Phone		
Preferred Reunion Date(s)	First Choice:	Alternate:

2. TAILGATE LOCATION PREFERENCE

Preferred Location	**Please rank the locations in order of preference (1 = first choice).** ____ N* Room ____ Class Ring Tent — Northeast (NE) ____ Class Ring Tent — Northwest (NW)

3. MEMORIAL SERVICE

Location Preference	☐ Brigade Chapel ☐ Memorial Hall ☐ Mahan Hall ☐ Mitscher Auditorium	
Brigade Chapel Time	☐ Friday at 1000 ☐ Friday at 1130	
Memorial Hall Day / Time Preference	Day	Time
Other Location Day / Time Preference	Location Day	 Time

4. CLASS MEETING

Preferred Day / Time	
Location Preference	☐ Rickover 102 ☐ Rickover 103 (Larger room) ☐ Other: _____

5. KING HALL LUNCH — *PRIORITY CLASSES ONLY

Would the class like to request King Hall Brunch?	☐ Yes ☐ No ☐ Not applicable

* Note: Priority classes, in order, are: 50 Year, 40 Year, 30 Year, 25 Year and 20 Year classes

6. CHECK-IN

Location	Thursday	Friday
Fluegel Alumni Center	☐	☐
Mid Story	☐	☐
Dahlgren Hall	☐	☐
Hotel	☐	☐
Stadium	☐	☐

7. FLUEGEL ALUMNI CENTER (FAC) EVENTS

Does the class hope to hold an event at FAC?	☐ Yes ☐ No ☐ Undecided
What event(s)?	
Preferred Day	☐ Thursday ☐ Friday ☐ Other:
Preferred Time	

8. OTHER EVENTS

Requested Location(s)	☐ Dahlgren Hall ☐ Bo Coppedge Room ☐ Naval Academy Club ☐ Stadium Venues
Event, Day and Time	Event Day Time

9. À LA CARTE OPTIONS

Option	Interested?	Preferred Day / Time
YP Tour	☐ Yes ☐ No	
PEP	☐ Yes ☐ No	
Yard Tours	☐ Yes ☐ No	
Annapolis Tours	☐ Yes ☐ No	
Fun Runs	☐ Yes ☐ No	
Activities for Kids	☐ Yes ☐ No	
Other:	☐ Yes ☐ No	