Class Notes 101
Best Tips & Practices

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5:00 p.m.

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5-Question Pop Quiz!

1. The purpose of the Class Notes is to report news of the alumni community, including accomplishments such as job promotions and awards, travel, Reunion recaps, recent mini-reunions, new marriages and children, and more.

   True   False
5-Question Pop Quiz!

2. The perfect type of news to include is that your classmate is pregnant.

True  False
5-Question Pop Quiz!

3. Your Class Notes submission will appear in the magazine exactly as submitted.

True  False
4. A family member of a classmate received a prestigious award. This type of news is appropriate in your Class Notes.

True  False
5. All photos that I submit are guaranteed to be published in the magazine.

True  False
Why Class Notes?

• Strengthen the alumni community
• Reaffirm connections between classmates, Wheaton
• Showcase the rich and varied personal and professional accomplishments of our alumni
• Report on Reunion and mini-reunions
• Celebrate special milestones (new jobs, weddings, etc.)
• Share photos of alumni gatherings
• Help coordinate planning for future activities
• A platform to share thoughts and ideas
Did you know?

- We receive **50 to 60 Class Notes** submissions per issue.

- We check **every name** mentioned in the Class Notes against our database. That is why it’s important for alumni to update their personal information (e.g., if they changed their last name when married) as we’ll only publish what’s in our system.

- We edit the Class Notes for grammar, readability, accuracy and to ensure conformance to our style guide.

- Class Notes are never published online due to privacy reasons.

- Many of our story ideas originate from Class Notes submissions.
The Basics

Best Practices

• Very important: Please send all Class Notes to classnotes@wheatoncollege.edu
• Send one paragraph with a cohesive narrative, including an introductory greeting and a request for news
• Make sure Class Notes do not exceed 800 words
• Email one version to ensure the correct text is published.
• Ensure photos feature alumni
• Submit all photos with Class Notes, and not in separate emails. Send as attachments. Do not embed photos in email or Word document.
• Request a Class List annually

1977

Hello to everyone. I received tiny bits of news, but I will share it all here. Andrea Collins still sees Jenna Alina Wright quite a bit and is very busy with her own business. I am happy to report that we Arianna Edjack Hampel and husband have settled into our new home, about 15 minutes away from our 50 plus year house in Boulder, Colo., and are looking forward to summer on Cape Cod with our children and grandchildren. Don’t let anyone try to tell you that cleaning out and moving 30 years of stuff is easy. I had a great first week of June visiting Paris. I had never been and was able to join my son for a weekend on a business trip there. We, unfortunately, chose the weekend after the Seine flooded, but we still saw many wonderful places and ate great food. I am still doing all kinds of charity knitting, but enjoy when I have an actual baby to knit for. Deborah Burns Blanchard’s daughter, Laura Blanchard Biddle, '98, gave me that opportunity and even had a photo shoot, so I got to enjoy baby jaxon wearing my projects. Please, please mark your calendars for May 19-21, 2005. That will be the momentous occasion of our 40th Reunion at Wheaton campus. Please email one of us (class officers) or post on our Class of 1977 Facebook page if you would like to be involved. As always, please share any news of yourselves or any Wheaton classmates with Sally or me through any method that you choose.

Arianna Edjack Hampel, 4 Oak Lane, Brookline, MA 02146, 555-555-1234, classnotes@wheatoncollege.edu
Sally Stewart Brown, 20 Iris Drive, Springfield, MA 01144, 555-555-1234, classnotes@wheatoncollege.edu

Send all Class Notes submissions and inquiries to classnotes@wheatoncollege.edu
The Basics

Best Practices, Part II

• Focus your narrative on people affiliated with Wheaton. Avoid submitting detailed news about family members (spouse/child/relative).
• Before sharing news heard secondhand over social media, please reach out to the primary source first.
• Announce a birth or marriage after the fact only. (That’s right, please avoid news of engagements.)
• Be careful when sharing medical information or conditions
• Please do not send in baby photos or family photos with only one Wheaton alum

Babies are cute, but we don't have room to publish photos of them.
Class Notes resources

Be sure to visit wheatoncollege.edu/wheaton-magazine/class-secretaries-faq/ for:

- Up-to-date deadline information
- General Frequently Asked Questions
- General information about photo submissions

Reach out to anytime (classnotes@wheatoncollege.edu) with questions.
Thank You!
Questions?