

Class Notes 101

Best Tips & Practices

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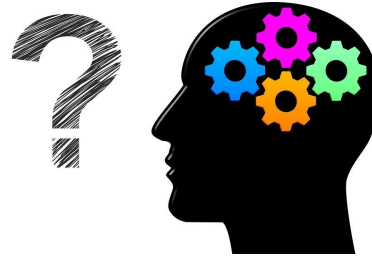
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Why Class Notes?

- Strengthens the alumni community
- Reaffirms connections between classmates, Wheaton
- Showcases the rich and varied personal and professional accomplishments of our alumni
- Reports on Reunion and mini-reunions
- Celebrates special milestones (new jobs, weddings, etc.)
- Shares photos of alumni gatherings
- Helps coordinate planning for future activities



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. We also edit for length.
- 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. (Feel free to paste text directly into email; it's actually easier for us that way!)
- Send one paragraph with a cohesive narrative, including an introductory greeting (with your name) 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.
- Send photo captions separately from the notes
- 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 Abra Wright** quite a bit and is very busy with her own business. I am happy to report that we (**Ariana Fedack Hampel** and husband) have settled into our new home, about 15 minutes away from our 30-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 Burrow Blanchard's** daughter, Laura Blanchard **Biller** '08, gave me that opportunity and even had a photo shoot, so I got to enjoy baby Jason 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.

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



Class Notes should focus on alumni

We are redoubling our efforts to limit content in Class Notes to people affiliated with Wheaton. Avoid submitting detailed news about family members or others with no direct relationship to the college.

Is it OK to announce that a classmate is a new grandparent? Absolutely. But please do not include information on the jobs/college careers of grandchildren/spouses, etc., for two reasons: (1) We have limited space and (2) This is an alumni magazine about our incredible Wheaton alumni! Encourage your classmates to share about themselves and their activities, accomplishments, etc.



Other considerations

- When putting together the In Memoriam section, we obtain our information on the recently deceased through the Alumni Relations Department. Please report any deaths to alum@wheatoncollege.edu.
- 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
- Please avoid politics. This magazine is devoted to the people of Wheaton college, and not a space for political debate.



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?

