

Guidelines for reunion book submissions (updated on 08/22/17)

1. Keep your contribution to 750 words or less.
2. Send your text submission in Word format. Send any photos you'd like to include electronically as jpeg attachments (NOT embedded in your Word document). You may also send hard copies and the 25th Reunion Office will get them scanned (and return them to you afterwards).
3. Don't stress – write something – anything. We just want to have an update on what you've been doing, what matters most to you now or any memories you still have from your time at Williams.

Send by email to: csi1@williams.edu

or send by mail to: **Conny Isby**
25th Reunion Program
Williams College
75 Park Street
Williamstown, MA 01267

Please also include any old photos from your time on campus for the *Nostalgia* section of the book. If you have them in electronic format – great; otherwise, just send hard copies, and the 25th Reunion Office will get them scanned and return them to you once the book project is completed. Please include captions identifying all the people in the photos.

Another part of the book will be the *In Memory* section, where you can share stories and remembrances about those in the class who have passed. If you need samples of *In Memory* submissions for inspiration, please email Conny Isby at csi1@williams.edu, and she will send you some from previous books.