



Guidelines for 25th Reunion book submissions

Take a few minutes to reflect on your life since graduation. Surprises, opportunities, setbacks, and miracles, everyone has experienced all sorts of milestones in the last 25 years. Tell us about them! Or share some memories from when you were at Williams.

We are offering two formats for the reunion book: digital and printed. But don't worry! You don't need to do two separate submissions; submissions to the digital book will also be included in the printed version. If you have problems creating an online personal page or would like to appear only in the printed hardcopy version, you can send your **personal text submission** in Word format, as well as **photos as jpeg attachments** (NOT embedded in your Word document) to Conny Isby in the 25th Reunion Office (contact info is below.) Please let us know if you would prefer to be in the printed version only as soon as possible but no later than December 31, 2020.

1. To create your personal submission in the online book, look for the email invitation in your inbox. If you haven't received an email invitation, please contact the 25th Reunion Office at 25th.book@williams.edu so we can add your email address and invite you to the online book. Once you receive the invite, go to the link provided in the email and follow the instructions to **create a personal page**. You'll have a chance to answer some simple questions and then enter in your own personal summary (up to 750 words). You can also upload **up to 6 jpeg photos (recommended size per photo: 1 MB and up to ensure good quality images for the printed version)**. Feel free to edit your page; this is a great chance to be creative and express yourself. ***Please note: All electronic submissions will be included in the printed book unless you tell us otherwise, and will be subject to BrightCrowd.com's Privacy Policy and Terms and Conditions, which are available here: <https://brightcrowd.com/terms>.***
2. The printed book has an additional section for photographs and mementos from your years at Williams, so dig out those old photos and send them in! Email images as high resolution **jpeg attachments** (recommended size: 1 MB and up) or snail-mail them (we promise to send them back once the book project is completed!). **Please include captions that identify all the people in your photos** and send them to Conny Isby (see contact info below).
3. The printed book will also have a section for memories and photos of deceased classmates. Please **write a remembrance** of one or more of the deceased classmates in the class – Kelly Beard, Jay Edwards, Nathaniel Gerhart, Matthew Godrick, Andy Kitchen, Nate Lowe, William Meadors, Matt Stauffer, Katie Birrell Utley, Jerome Williams and Amy Woodward – and **check if you have any photos** of them. Send everything to Conny Isby.

Conny Isby's contact information is:

- 25th.book@williams.edu OR
- 25th Reunion Program, 75 Park Street, Williamstown, MA 01267

****NEW Deadline for all of the above is December 31, 2020****