Alumni Mailing Services for Classes

Class mailings and print requests are processed through the Class Affairs staff, and coordinated with the University's Print and Mail Services. Class mailings can be submitted by class officers but all mailings must have the authorization of the Class President. For a joint event with members of another class, you must obtain approval from that class' President and send it to us. *The University Print and Mail Services will bill you directly for their services; we do not charge for our services.* All invoices will be mailed to Class Treasurers unless we are otherwise notified.

To expedite your mailings, be sure to verify event dates, and contact information. For reunion mailings you should verify all logistics along with having your reunion logo approved by this office before submitting the mailing. All mailing and printing requests are to be sent to **ACMAIL@princeton.edu** for processing. If an estimate is needed please be sure to send in all particulars of the mailing and to allow extra time to obtain a quote.

LOGOS & STATIONERY

- Logos must be submitted in **Adobe Illustrator** and saved as an **.ai or .eps file**. All text must be converted to outline to avoid any font issues. If your logo uses trademarked images, you must secure permission for such use. Princeton Orange is **Pantone 158**. Please let us know if you would like our professional design staff to assist you in the design of your logo.
- Make sure we have ample class/reunion letterhead and envelopes in stock on campus to complete anticipated mailings. Officers/Reunion Committee names' and logos should be submitted early to set up a special masthead.

MAILING & PRINTING

- Your request should include a list of the pieces to be included and who should receive the mailing (classmates, honorary members, active widows, regional selects, etc.).
- We request a 2-3 week turnaround for mailings (allows ample time for proofing and processing) but a standard mailing does not usually take that much time.
- Please send your mailing text either in MS Word or in the text of your email. Please do not send PDFs unless they are ready to be printed as is as they cannot be manipulated to fit on the letterhead.
- Don't forget about postcards! They are inexpensive and a quick turnaround. Just send the text and we will format the card and send you a proof for your approval.
- When your mailing and/or printing order is processed, the treasurer will receive a copy of the request that is sent to Print and Mail Services. The form contains the mailing job number, which will enable you to match an invoice to a print or mail request. You should keep these for your files.

Reunion Printing
- *Meal Tickets:* Submit meal tickets information at least one month before Reunions using the form on our website. Go to **alumni.princeton.edu/volunteer/resources**. Tickets will be color-coded with the date, time, location, and your class reunion logo.
- *Signs/Posters:* Submit special signs/posters request as early as possible.

Email **ACMAIL@princeton.edu** or call Dottie Werner at 609-258-5451.