

University of Notre Dame Team Reunions Handbook



2004-2005 Edition
Notre Dame Monogram Club

Table of Contents

Contacting Teammates ...	2
Facilities...	3
Football Tickets...	5
Weekend Events...	5
Parking/Traffic...	6
Hotel/Travel...	6
Reunion Recognition...	6

Timeline

In preparing for a team reunion, it is best to get started at least one year in advance. In particular, to reserve group football tickets, you will need to give the Alumni Association more than 18 months notice. Please contact the Monogram Office at 574-631-5450 as soon as you start the planning process, so we can better assist you.



The Notre Dame Monogram Club would like to extend its services to you and your team by offering helpful information to you as you plan your team's next reunion at a Notre Dame home football game. This handbook will provide you with contact names and numbers of the services and facilities that Notre Dame has to offer.
Good luck in your planning and Go Irish!

I. Contacting Teammates and Monogram Winners:

- Reunion information can be posted on the Monogram Club's web site at:
<http://und.collegesports.com/trads/monogram-club.html>
 - ❖ Contact: Beth Hunter, Director of Sports Marketing
574-631-9722 or email: hunter.33@nd.edu
- Post information in the monthly edition of *Irish Insider* which is mailed to all dues-paying Monogram Club members
 - ❖ Contact: Beth Hunter, Director of Sports Marketing
574-631-9722 or email: hunter.33@nd.edu
- Obtain a mailing list and mailing labels of your team (Monogram winners only):
 - ❖ Contact: Beth Hunter at 574-631-9722 and please allow 2-3 weeks for delivery
- Information on former managers and other support staff:
 - Remember to send invitations to current and former support staff of your team for a reunion (managers, trainers, advisors, etc.)
 - ❖ Contact: Sandra Schiele, Alumni Files
574-631-7959 or email: schiele.3@nd.edu
- Notre Dame Alumni Contact Capability
 - Contact other alumni via "Irish Online" by performing a "custom search" – remember this will generate a list of ALL who participated in a sport, including participants at the club/intramural level. Visit <https://irishonline.nd.edu/>
 - *Coming July 2004!* Monogram Club Members will have the option to perform a custom search for other monogram winners per sport

II. Reunion Facilities and Availability:

▪ ***The Monogram Room - Joyce Center***

- Reserved every Saturday morning before a home football game for an all-encompassing Monogram Club pre-game reception
- Cash bar and complimentary snack food, soda, and water are available
- Doors open three hours prior to kickoff and will close 30 minutes before the start of the game
- Room Capacity: can host more than 250 people sitting or standing
- Reunion groups are always welcome – no charge!

❖ **Contact: Tracy Mattix, Monogram Office**
574-631-5450 or email: mattix.1@nd.edu

▪ ***Joyce Center Hospitality Area***

- Reserve a table(s) for your group in the hospitality area of the Joyce Center Fieldhouse on football Saturdays

❖ **Contact: Janet Meade, Alumni Association at 574-631-6990**

▪ ***Private Mass***

- Your reunion group has the opportunity to coordinate a private Mass on-campus (limited availability, first-come, first-serve basis)

❖ **Contact: Janet Meade, Alumni Association at 574-631-6990**

▪ ***Football Hospitality Tent Area - located behind Joyce Center***

- The Monogram Club has arranged for special pricing and a special opportunity to host a pre-game tailgate among the football hospitality tents - for Monogram Members only!
- Tent hours: open 2.5 hours prior to kickoff
- Post-game option available for 1 hour after the game (\$150 cost)
- Each group is responsible for covering all costs of catering and tent rental (football game tickets not included)
- Tent Sizes: 30' x 30' (50 people) = \$445.00
30' x 45' (100 people) = \$480.00
30' x 60' (200 people) = \$550.00
- Guest list must be provided for entrance into tent
- Catering prices vary. Packages begin at \$14.50 per person plus bar charges.
- Option to create a "pick your own" menu with various snacks and appetizers to cut down on costs of catering
- Please note: for some home games, space is very limited for corporate tents, so be sure to plan ahead!

❖ **Tent Contact: Erin Rafter, Notre Dame Sports Properties**
574-631-7724 or erin@ndsportsproperties.com

❖ **Catering Contact: Michelle VanTubbergen, ND Catering**
574-631-7859 or catering.1@nd.edu

▪ **Reservations for Other Locations On-Campus:**

- *Legends of Notre Dame Restaurant: 574-631-2582*
 - ❖ **Contact: Belinda Thompson, General Manager Legends**
574-631-2988 or email: thompson.134@nd.edu
- *Greenfields Café - Hesburgh Peace Center: 574-631-8578*
 - ❖ **Contact: Roumena Roumenova, Event Coordinator**
574-631-7859 or email: roumenova.1@nd.edu
- *Warren Golf Course Grille: 574-631-4377*
 - ❖ **Contact: John Foster, General Manager, ND Golf Course**
574-631-4116 or email: foster.44@nd.edu
- *North Dining Hall*
 - ❖ **Contact: Roumena Roumenova, Event Coordinator**
574-631-7859 or email: roumenova.1@nd.edu
- *South Dining Hall*
 - ❖ **Contact: Roumena Roumenova, Event Coordinator**
574-631-7859 or email: roumenova.1@nd.edu
- *Sorin's at the Morris Inn*
 - ❖ **Contact: Carol McFarlane, Dining Room Manager**
574-631-2020 or email: mcfarlane.1@nd.edu
- *Leahy's at the Morris Inn*
 - ❖ **Contact: Douglas Leyes, Assistant Director**
574-631-2012 or email: leyes.1@nd.edu
- *The Irish Courtyard at the Morris Inn*
 - ❖ **Contact: Mary Anne Pryde, Banquet Manager**
574-631-2022 or email: pryde.1@nd.edu
- *Banquets at the Morris Inn*
 - ❖ **Contact: Mary Anne Pryde, Banquet Manager**
574-631-2022 or email: pryde.1@nd.edu
- *For general catering and reservation questions or needs*
 - ❖ **Contact: Roumena Roumenova, Notre Dame Catering**
574-631-7859 or catering.1@nd.edu
 - ❖ Visit <http://food.nd.edu/catering> for more helpful information

III. Group Football Tickets:

- **Group "block" tickets are available through the Alumni Association and must be requested 18 months in advance.**
 - ❖ **Contact: Chuck Lennon, Executive Director - Alumni Association
574-631-8089**
- **Reminder: football tickets are available for re-sale and purchase on football game days at the Joyce Center, Gate 3 ticket office**
 - Ticket office opens approximately 3 hours prior to kickoff
 - Alumni get priority on returned tickets with your Alumni ID Card
 - Ability to purchase one-pair of tickets at a time
 - ❖ **Contact: Kathy Maloney, Alumni Office at 574-631-9925**

IV. Information on Weekend Events and Activities:

- **Check out the "Gridiron Graffiti" link posted on www.und.com (also called "weekend events") for scheduled on-campus events**
 - Located on the front page listed under "Irish Items," and will be posted by the Wednesday before every home football game
- **Information about events and activities in and around the community**
 - The South Bend/Mishawaka Convention and Visitors Bureau
<http://www.livethelegends.org> or call 1-800-519-0577
- **Football Pep-Rallies**
 - Take place every Friday evening at 6:00 PM before a home game
 - For general public: enter Gate 10, doors open at 5:45 PM
 - Seats are on available on a first-come, first-serve basis for the general public
 - Pep-Rally passes are available for reservation (guaranteed seats)
 - ❖ **Contact: Brian Boulac, Asst. Athletic Director, Olympic Sports
574-631-7537 or email: boulac.1@nd.edu**
 - Pep-Rally passes are free of charge and extremely limited, so we recommend that you call well in advance!
- **Notre Dame Campus Tours**
 - Campus tours are available through the Eck Visitors Center, located next to the Hammes Notre Dame Bookstore
 - Tours are given on football Fridays at 11:00 AM and 3:00 PM only (tours typically do not take place on football Saturdays)
 - Campus Tours last approximately 1 - 1.5 hours
 - Private tours may be available on football Sundays (schedule permitting)
 - ❖ **Contact: Jaime Cripe, Assistant Director Eck Visitors Center
574-631-5726 or email: cripe.2@nd.edu**

V. Parking and Traffic Considerations:

- Block parking opportunities are available during football Saturdays on a *limited* case-by-case basis - Library Lot or Blue Field Lot
 - ❖ **Contact: Jim Fraleigh, Asst. Athletics Director Ticket Operations**
574-631-8103 or email: fraleigh.1@nd.edu
- Familiarize yourself with traffic routes and parking layouts, visit: <http://www.nd.edu/~ndspd/parking.html>. A campus map is also available on this site.

VI. Hotel and Travel Information:

- **The Varsity Clubs (official hotel of the Monogram Club)**
 - Contact information
 - Discount with Monogram Club card
- **Anthony Travel, Inc.**
 - Monday-Friday, 8:00 AM - 5:00 PM
 - Call 574-631-7080 or toll-free at 1-800-736-6377

VII. Team Reunion Recognition:

- Receive football game-day recognition over the PA as well as on the football message board
 - Post your reunion information on the Alumni Association's web site: <http://www.und.com>
 - Coordinate a private Mass at the Basilica of the Sacred Heart
 - Reserve tables for your group in the hospitality area of Joyce Center Fieldhouse on football Saturdays
 - ❖ **Contact: Janet Meade, Alumni Association at 574-631-6990**
- ❖ **Be sure to provide Janet Meade (Alumni Assoc.) with information about your reunion as soon as it is available. The Alumni Association can be of great help in coordinating/planning activities.**