

Year End Banquet

Basic Responsibilities –

Reserve a room that will hold 125 plus guests

Confirm menu

Confirm room layout

Confirm audio visual availability in room

Confirm decorations rules for room

Create invite, (booster club subsidizes player cost, guests pay full price)

Distribute invite by US mail and E-mail.

 Invite Players/families

 Invite to coaches and a guest through Coach Hanson (no charge)

 Invite Principle and Athletic Director through Coach Hanson (no charge)

 Invite Team Managers

(in 2011 10 rsvp's came in 2 hours before the event and 3 came in 40 minutes before the event) to avoid this try the following.

 Send reminder via e-mail as deadline to RSVP approaches

 Send reminder via e-mail at least one time after deadline passes

 Use Captains or other players to reach out via text or in person to those who have not RSVP'd

 Use team reps to gather RSVP's from those who have not responded

Collect RSVP's and Fee's (don't forget to get coach numbers from Coach Hanson)

Confirm number of guests with the hotel/ make down payment as needed.

Create name tags for all confirmed guests. Bring extra blank name tags to be created at event as needed.

Create program

Create slide show /video

Arrange for gifts

 Coaches

 Senior players

 Team managers (for every team that has them)

Decorate banquet space

Arrange for greeters /name tag table attendants

Clean room at end of event