

BANQUET PLANNING



Begin planning at the beginning of season or four to six months prior to the planned event.

Banquet Committee: Chair (or chairs) plus a number of volunteers to manage tasks such as evaluating locations, décor, invitations, program/handout/agenda, reply and ticket payment collection, banquet set-up, banquet check-in, gifts, etc.

Budget: Generally, the banquet is a celebration, NOT a fundraiser. In fact, it often costs more than is covered by the ticket price. Be sure to consider this when setting your season and banquet budget. Often the ticket price is set at, or slightly below, the actual cost, the SCO supplementing the rest of the cost (ex. coach dinners, décor, trophies, etc)

Coach Input: Communicate with your coaches/teachers about the banquet and ensure they are agreeable to the plans. Establish how involved they want to be in the agenda setting, what the speaking line-up will look like. Will there be breakout sessions (often necessary for large teams/organizations where squads leave the room to do personal recognition)? Confirm who will handle ordering trophies/awards/certificates/medals.

Date: Check the Costa Calendar for events happening near the end of your season. You'll want to avoid things like the AP test window in the spring, holiday events, etc. As banquets are typically on a weeknight it's great to find a school day with a late start and hold your banquet the night before. School policy is that banquets are not allowed to be held on Sundays.

Attendees: Determine your expected crowd before you begin "shopping" for venues. Use the head count from previous years' attendance as a guide.

Venues: Before beginning your search have a sense of how much room you need, what type of meal is desired and whether you want a buffet or served dinner, audio/visual requirements, and the preferred dates/times. Have the events/catering manager assist you with best options for your party size and budget. Don't be afraid to negotiate the price.

Plated dinner vs Buffet: Discuss both options with the venue. It is not always cheaper to go with a buffet. Because the caterer/hotel can control portion size, a plated dinner can be cheaper and much quicker than having a buffet.

Audio-Visual: AV includes items such as screen, laptop connections for slide show, and microphones. Let the venue know what you will provide and what you need from them. Keep in mind, most venues charge for each piece of AV equipment. If the venue you have chosen does not offer AV equipment support or it is cost prohibitive and they allow you to bring in your own, a quote follows from a local vendor – AV Professionals.

Set Up: Ask the venue to provide a welcome sign and directional signs on the day of the event. Provide a list of additional items you need for your event including additional tables in the banquet room for things like trophies, gifts and flowers; a check-in table, podium, etc.

Invitations/Confirmations: As soon as the contract is signed, send the first invitation to your parent population and post the date on your SCO website. Include the fee (if any) and how parents can pay. Send several reminders as needed in order to get your responses and payments in on time. Once you have a final list provide this to the coaches/instructors so that they are aware of who will attend and

can prepare their remarks about each attending student.

Banquet fees: Considering establishing an online registration form (on the SCO website) and encourage parents to pay online through MBX. The SCO donation link on the MBX website can be used to collect banquet fees. Assign a volunteer to manage this process and collect checks for those who prefer not to pay online. All student members of the team/organization are encouraged to attend the banquet regardless of ability to pay. Offer a confidential way for families for whom the banquet fee is a hardship to attend at no cost (subsidy provided by the SCO).

Establish a firm deadline for responses and collecting payment. The venue will give you a date for final headcount. The venue probably can't handle last minute changes in headcount – nor should you.

Decide whether you will accept onsite payments (the night of the banquet). You are not obligated to do so. Allowing ticket purchase the day of can cause problems with seating and food.

Decoration: Create a festive, fun environment but it is recommended that the decoration budget be kept to a minimum. Consider decorations that can be stored and re-used or serve a dual purpose such as a plant/floral arrangement also being provided to volunteers as thank-you gifts.

Check-in: Create a list of confirmed/paid attendees or create place cards. Allow for at least 30 minutes prior to the official start of the banquet for check-in.

No alcohol: Remind parents that drinking **alcoholic beverages** at high school-related banquets is against District and CIF policy. There should never be alcohol in the room.

Event Agenda: Coordinate with the coaches/instructors regarding who will speak at the banquet and whether or not there will be video. Determine if any students will speak and for what purpose. Avoid open microphone at all costs!!!

Awards/Trophies: Coordinate with the coach regarding any assistance they want in ordering/preparing awards and trophies.

Event flow: Provide the venue with your agenda and let them know when you would like food to come and go (for example, you don't want them serving while someone is trying to speak or having a buffet set up and sitting while waiting for speeches to end).

Printed Program: Many organizations/teams like to have a printed program. Allow plenty of time for someone to prepare/layout the program and have it printed/copied.

Day of Set up: You should be able to access the banquet room in the afternoon so that you can set up and decorate the room, coaches/instructors can drop off trophies, prepare a check-in table, ensure the venue has provided directional signs if necessary.

Save yourself and your check-in committee a seat! You likely won't be arriving to your seat until it starts. You don't want to be walking around looking for an open spot!

Start On Time! People won't sit down until someone calls the room to order. The booster club president or a coach/instructor can start with a brief outline of the evening's event.

Awards: Depending on how large your group is, presenting awards can take a lot of time. If you have a very large group

– consider splitting up into smaller groups for awards (if the venue can accommodate this and you can afford it). Consider ways to streamline this process and keep it moving.

– For example:

- Have students stand and applause held for general awards like scholar athletes
- Ask coaches to keep their per student comments to 30 seconds per student
- Only allow select students to speak – if any

Videos/Slideshows: Requests to show videos/slideshows should be pre-approved by the banquet committee and/or coaches and be no longer than 3 minutes. Save things like a season or production recap slideshow/video for the end of the evening as a way to wrap things up. Play a looping slideshow of photos while people are entering the banquet and getting settled. You can play this again at the end while people say their good-byes.

Breakout Rooms: If you have a particularly large group you may want to organize breakout sessions for squad specific individual recognition and certificates. The entire team/organization eats dinner together, then adjourns to breakout rooms for 45 minutes to an hour, and then returns to the banquet room for dessert and the BIG awards (MVP, Most Improved, etc).

Note: The Marriott and Crowne Plaza have always given MCHS breakout rooms for free.

Presentations – Do not allow an open microphone! Determine who will speak, what they will speak about and how long they have. Do not allow anyone to speak who has not been pre-approved to speak. Provide students, coaches and other speakers with a strict time limit for their individual contribution. Encourage any student speakers to submit what they will say to the coach/instructor or banquet committee for approval (primarily to ensure it complies with the time limit).

Coach/Instructor Gift Policy: Discuss among your committee a policy for giving gifts to the coaches/Instructors. It's nice to have something (if you can afford it) to give to each coach/Instructor – even if it's just spirit gear or a nice polo shirt embroidered with their name). Contact your sponsors – maybe they will provide gift certificates or other items.

Thanking volunteers: The banquet is about the athletes/students, not the parents. That said, it is very nice to acknowledge and thank significant volunteers. You may want to produce a supplementary sheet for the banquet program thanking all parents by name who volunteered their time and energy. Briefly mention significant volunteers at the banquet. It is up to each SCO whether they purchase a small thank you gift for some volunteers (flowers, team apparel, gift cards). The SCO pays for these gifts so consider whether this is really something you want to spend SCO funds on.

Enjoy! Remember that if something goes out of order or not as planned, your timeline gets derailed by a long-winded coach/instructor or a sentimental senior, you are the only one who knows.

Date	Estimate #
3/21/2017	497

Phone #	310-213-9225
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E-mail	Garth@avprofessionals.biz
AVProfessionals.biz	

Mira Costa MBX Foundation
 Attention: Leslie Whittet
 TBD
 Manhattan Beach, CA 9026

MUST BE IN LOS ANGELES COUNTY

Rep	Date of Event	Delivery Date & Time	Terms	Pick Up Date
GGF	4/1/2017	TBD	Master Billing	TBD

Description	Qty	Rate	Total
LCD Projector 3000 Lumens	1	125.00	125.00
7-8 ft Tripod Screen Package Screen,HDMI Cable, AV Cart, Extension Cord	1	35.00	35.00
JBL PRX 715 1500 Watt Powered Speaker with Tall Tripod	2	55.00	110.00
Assortment of Laptop adaptors for projection	1	10.00	10.00
Direct Box w/ Mini Cable to 1/4 Stereo Phono (Computer Audio/IPOD)	1	10.00	10.00
4 Channel Soundcraft or Mackie Audio Mixer	1	25.00	25.00
Shure SM 58 Wired Microphone with Mic Stand	1	25.00	25.00
MISC CABLE (XLR, AC Cable, Connectors)		0.00	0.00
RF Wireless Presenter	1	5.00	5.00
LABOR			
Labor to Set Up and Strike Equipment	1	75.00	75.00
Delivery and Pick Up Fee	1	50.00	50.00
CLIENT TO PROVIDE MEDIA AND LAPTOP FOR PRESENTATION			
THIS ESTIMATE IS BASED ON AN INDOOR FACILITY AND IN THE LA COUNTY AREA			
IF YOU DESIRE A TECHNCIAN TO RUN AND OPERATE YOUR EVENT, PLEASE ADD \$140			
TO THE QUOTE			
PRICING DOES NOT INCLUDE EVENTS HELD ON A HOLIDAY			

Thank you for the opportunity.	Total	\$470.00
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Signature _____