



## Banquet Tips

- Boosters should begin planning banquets at the beginning of the season. The banquet committee should include a chair(s) plus a number of volunteers to manage tasks.
- 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.
- Submit your banquet date to MBX, including location, address and exact time an administration representative is to speak.
- Check the Costa Calendar for events happening near the end of your season. You'll want to avoid things like the AP test window, holiday events, etc.
- Audio-visual 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 AV equipment. MBX does not provide AV equipment.
- As soon as the contract is signed, send the first invitation to your parents and post the date on your SCO website. Include the fee (if any) and how parents can pay. Consider establishing an online registration form (on the SCO website) and encourage parents to pay online through MBX. Be sure and offer a confidential way for families with a financial hardship to attend at no cost(your SCO will cover the cost).
- For presentations do not allow an open microphone! Discuss the agenda and who will speak with your coach/advisor.
- SCOs are allowed to give gifts to the coaches/advisors at the banquets. Please note this should be budgeted into your ask. Boosters shouldn't be requesting additional donations.

