

RECOMMENDED BANQUET PLANNING GUIDE

8-10 Weeks Before the Banquet

- Review award system and determine if a reorder is needed.
- Determine if new awards should be developed based on students' achievements over the current season.

5-6 Weeks Before the Banquet

- Determine the number of attendees; athletes, coaching staff, parents and family members.
NUMBER OF PEOPLE TO INVITE

- Review school calendar to avoid conflicts with other events held the same day.
- Reserve a location site, date and time.
Examples: School campus location, local restaurant, banquet venue

LOCATION

DATE _____ TIME _____

CONTACT PERSON

CONTACT PHONE NUMBER

- Confirm with amenities.
Examples: Table and chairs provided, video equipment available, table service available
- Decide if a meal is appropriate.
Research what is allowed based on location
- Options for the food portion.
Examples: Local catering, local restaurant delivery, potluck, coaching staff prepare the meal, cafeteria services

WHO WILL PROVIDE THE MEAL

CONTACT PERSON FOR MEAL

CONTACT PHONE NUMBER

MENU

4 Weeks Before the Banquet

- Check on Award order status and submit players names, photos and accomplishments.
- Invite a guest speaker.

GUEST SPEAKER
- Prepare a speech.
- Prepare a photo/video slide show, 5-7 minutes.
Ask students and parents to submit photos and short videos taken throughout the season.

2-3 Weeks Before the Banquet

- Confirm with location for the date, time and menu.
- Send invite to all attendees via email, text or flier.
Include:
 - Location, date, time to arrive, and meal time if applicable
 - What to bring, if applicable. Example: Senior Parents-Desserts; Junior & Sophomore Parents-Side Dishes; Freshman Parents -2 Liter of Soda, Water, or Tea.
 - Dress code: team Spirit-wear
 - Include dollar amount per person if using catering or restaurant service
 - Provide contact info and deadline for RSVPs

- Complete slide show with any end of the season pictures.

- Contact catering service with the final head count for food from RSVPs.

ACTUAL NUMBER OF PEOPLE ATTENDING

- Arrange a set-up committee and a clean-up committee.

MEETING TIME FOR SET-UP COMMITTEE

The Day Before the Banquet

- Shop for any food items that will be provided by the team.
- Shop for decorations.
- Store food at event location, if applicable.
- Pick up key for event location or arrange meeting time for entry.

ENTRY DETAILS

BANQUET DAY

- Set up tables and chairs.
- Decorate tables for the players, awards coaching staff and parents.
- Prepare food.
- Clean-up event.



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