

Banquet Chair

1-3 person job responsibility

Mission: To organize and set up the annual awards banquet event, to be held in January for the preceding year's awards.

Responsibilities include:

- Work with and keep the Board informed on progress and any changes needed, be sending a report to the President for the monthly meeting or by attending and reporting at the monthly Board meeting.
- Select and confirm venue with enough space for 200 people, awards set up and silent auction space.
 - Request a check from the Board for the down payment on location and mail out.
 - When the statement comes for the remainder of the payment, present to the Board and request a check for the balance and mail before due date.
- Send deposit to caterer to secure reservation. (Get check from Treasurer.)
- Determine a theme for the event and if possible carry this out throughout invite, program and decorations.
- Determine entertainment or games for the evening.
- Select and confirm caterer and choose menu (if possible to go with theme).
Confirm menu choice with caterer.
 - Work with the Board to determine cost per person and timing of the event.
 - Notify caterer no later than one month prior to the event for color choice for the banquet.
 - Work with the Board to determine start/end time (2012 start time 4pm, 2013 start time 5pm) and present to board by October 15th.
 - Notify caterer of table count for any and all tables that need linens. And any other table needs at this time:
 - Dinner
 - Silent Auction
 - Raffle
 - Membership renewal table
 - Check-in table
 - Hall of Fame, if applicable
 - Give final head count to caterer the Wednesday prior to the banquet.
- Create invitation and present to Board by November 1st.

- Mail invitation to current membership list (from Membership Chair) 6-8 weeks in advance (by December 1st).
- Notify Newsletter Editor and Webmaster of any banquet updates/information that need to go out to the membership.
- Accept reservations and payments, then track all information in a spreadsheet and provide a copy for the check-in table the day of the event.
- Determine all volunteers: announcers, emcees, check-in table, membership table, people to assist with handing out awards, raffle ticket sellers, auctioneer(s).
- Create program for the evening's timeline (with important MPtHA dates on the reverse side). Make enough copies for each place setting.
- Update script and send to announcers one week in advance of event, in order to practice names, make 5 copies for the day of the event. Put the original script in a 3-ring notebook for the Emcees and Announcers to read from.
- Special awards sealed envelopes are prepared by the Year End Awards Committee; be sure envelopes are prepared and available at the announcer's podium.
- Plan decorations for 20-25 tables, the following items are located in the storage unit in Buffalo:
 - 12 Cardboard Western boots
 - 30 baskets with fabric liners are available for snacks at each table
 - Table numbers (1-28) with stands
- Update the slide show for awards. Make sure that the "Sanchez Regular" font file is loaded onto the computer that will be used for the slide show.
- Create photo slide show for during "social hour" and "down time".
- Review and update the list of pictures that need to be taken by the photographer the evening and print out a copy for the Directory Editor and Photographer.
- Set up morning of event, generally around 8am the day of the event:
 - Decorate tables
 - Assist with awards set up, if necessary
 - Check Audio/Visual equipment
- During the event:
 - Make sure everything is on track and runs smoothly.
 - Remind volunteers of duties and timing.
 - Use table numbers to dismiss people to go to the buffet table.
 - Make sure picture slide show runs during breaks.
 - Check in table: check in reserved attendees and take any owed moneys for reservations. Give name tags.

- After the event:
 - Request a check for the audited caterer bill before the close of the evening.
 - Provide the Treasurer with documented reservation proceeds from the event.
 - Prepare a thank you note for the Newsletter/Website.
 - Provide a final report to the Board to recap costs and number count at the first Board meeting after the banquet (sample attached). Discuss any concerns, improvements, changes for the next year.
 - Decide on a date/time for next year's banquet and confirm with location.
- Sample Recap/Report:

2013 Awards Banquet Report/Recap - January 25th 2014 Paid Reservations-173 adult meals, 13 children ages 4-10 meals – this total includes on-time reservations, late reservations and walk-ins.

Final head count of 179 with a bump up to 185 was given to the caterer on 1/23/14. I received one late reservation Friday 1/24/14; that coupled with the 4 walk-ins at the banquet puts the head count at 186. That took care of my bump I gave the caterer plus put us down one.

We subsidized \$1.00 per adult meal this year instead of \$0.50 per meal last year.

We had 11 paid for reservations that did not show so that with any padding the caterer does we should have been fine. However we ran short on some foods towards the end of the line.

We also ran short on wine at the bar. Apparently they only had a few bottles of red wine stocked.

Banquet Revenue

Reservation Income \$2,730.00

Banquet Expenses

Facility Rental	\$1,050.00	(paid in two installments)
Catering Food Expense	\$2,880.00	
Bar Set Up Fee	\$ 250.00	
Linens	\$ 0	
Postage Expense	\$ 115.00	(Renae Ross)
Printing & Acrylic Signs	\$ 146.96	(Renae Ross)
Centerpieces	\$ 0	
Total Expense	\$4,441.96	

Net Loss \$1,711.96

Silent Auction & Raffle Income

Silent Auction & Raffle Income **\$4083.50**

With the income from the silent auction & raffle we came out ahead \$2,371.54

2012 awards banquet/2013 awards banquet Comparison: There were 11 more adult meals served this year, 2 more ages 4-10 child meals served this year.

Tentative dates for 2013 Banquet: January 3, 10, 17, 24, 31 2015.

BANQUET PHOTOS:

2014 Board of Directors (10)

Group shot of all committee chairs

Group shot of all committee chairs and volunteers

2014 Youth Officers (4)

2014 Youth Advisors (5)
Hall of Fame Recipients
2013 MPtHA Scholarship Recipient (1)
Leadline Group Shot
2013 Congeniality Award (1)
2013 Kylene Nelson Memorial Award Recipients (2)
2013 Rookie of the Year (1)
PtHA National Youth Award Recipients:
 Youth PtHA Champion (2)
 Youth PtHA Legion of Merit (1)
 Youth PtHA Supreme Champion (1)
 Youth PtHA Superior Performance (NONE)
Special Awards:
 Member Volunteers of the Year (2)
 Sportsmanship Award
 Grand Ol'Pintoer
 Midnight Eagle
 Regal Oaks Tsynder Award
 MPtHA Charter "Superhorse" Award
 "Go For The Gold" \$500 VISA Card