

Spring Banquet Check List

Task	Responsibility	Time Frame
1. Secure Location (La Vista)	BOD	Dec for following year
2. Have 2 Co-Chairs and 1 Helper for event	Volunteer Coordinator	Sign up at beginning of season
3. Email contact name of chairs to Banquet person at Vista	Volunteer Coordinator	End of April
4. Order Pins & Varsity letters from registrar (we may have supply)	Co - Chair(s)	End of April
5. Order Senior Blankets & Pins from Apparel person	Co - Chair(s)	End of April
6. Slide Show - bring laptop & confirm if projector (?)	Senior	
7. Mohawk Bottles & Coach gifts	Varsity Liaison	Remind volunteer Begin of May
8. Lost & Found Table	Co - Chair(s)	Remind volunteer end of May
9. Send invites and collect money (give to Treasurer to cut ck) *ck to see if food allergy issues from members. Add in coaches for final RSVP.	Co - Chair(s)	3-4 wks prior
10. Confirm podium , tables, projector and other details with vista	Co - Chair(s)	2 wks prior
11. Confirm Menu & Final numbers with Vista	Co - Chair(s)	5 days prior to event
12. Submit ST-119.1 with signed contract	Co - Chair(s)	One month prior
13. Oars Award	Co - Chair(s)	
14. Have list of all award recipients for Director to announce	Co - Chair(s)	

Senior gifts: Blankets are ordered from apparel coordinator. Senior bottles made by Varsity Liaison.

Letters & pins : ordered from NEFF - <http://www.neffco.com/School-Awards> . Mariana Garcia 800-232-6333 x5749, mgarcia3@neffco.com (Soph,Jr,Sr - Letter is for first yr on Varsity, Pins are all years after. So letters are Soph & New member upperclassmen, Pins returning Varsity.)

Helper - check off list night of event, have members ck lost in found table.

Details from Vista Coordinator: I will want to gather all of your event details at least two weeks prior on June 5th.

The details I'll be looking for at that time includes;A preliminary guest count. A final count is not needed until June '4 or 5 days prior).

Banquet menu is standard with a few choice modifications - Chick Parm, Sliced Sirloin, Roasted Pot & Pasta

Event began at 6:00 or 6:30pm & we started serving dinner 15 min after start time

We set the room up with the following items: Round guest tables with 10 chairs at each, green table linens,

white napkins, our ivory & yellow silk floral centerpieces with clear glass votives

our screen (no charge), a podium & microphone, Projector (charge if needed)

one 8 foot table behind the podium for awards, one 8 foot table outside the ballroom entrance for lost & found items,

and the buffet was set up in bar area.

NOTE - Vegan/Vegetarian/Gluten Free options - roasted potatoes, sirloin & pasta primavera can be made this way.

Also kids meals of diff price for under 10.