

Banquet Checklist:

- Determine Location.

Moose Lodge: 442-9728; Elks Lodge: 442-2736

- Determine a night (avoid Fridays, Saturdays and Sundays). It would be a good idea to call Jana or myself to check possible conflicts. Make sure to confirm with head coach before booking it.
- Determine starting time (6:00 is usually good)
- Determine if you are going to have one of the lodges fix the meal and charge a ticket price, or if you are going to have a pot luck dinner (no charge). The lodges can help you with this decision.
- Call Jana or Tim at 447-1899 to give them information on tickets (night, time, location and ticket price).
- Contact head coach of program to finalize the date and have them get the word out to the sub-varsity coaches. Check with them about available money for decorations, etc. Ask them for a count of guests, spouses for a head table count. (Coaches take care of the expense and ordering of any team or individual trophies).
- Use roster list to make call home to families to notify them of banquet information.
- Keep receipts of ALL expenses that you wish to have reimbursed by the school account.
- A few days before the banquet date, call the Activities Office to get an update on ticket sales. Then call the Moose or Elks to give them a head count. Ask them if it is okay to sell additional tickets at the door.
- If you have any questions, call Tim or Jana at 447-1899.