

PN Women's Soccer Banquet

1. Reserve banquet place with the date set (send the contract back to Fetzer Center if using Fetzer Center).
2. Select banquet committee.
3. Meet with committee to assign jobs.
4. Send invitations to families and special guests (coaches, announcers, trainer, athletic director, etc.).
 - a. How many will attend?
 - b. Meal choices?
 - c. Collect checks (PN Soccer Boosters).
 - d. Tally sheet for money collected, meal choices, how many will attend. List of names and meal choices for name tags.
5. Person to print name tags with meal choices.
6. Person to design and print program for banquet (we usually print one for each person attending the banquet).
7. Arrange for person to emcee the banquet.
8. Discuss decorations for banquet and assign people to take charge of setting decorations up.
9. Person to purchase cards and gifts for coaches and trainer (announcers gifts have previously been paid for by the Booster Club).
10. Assign a JV and Varsity parent to make photo books for each player on their respective teams and print covers for the photo books (both teams use same cover design).
11. Player frames to place at table setting at the banquet. Buy frames and put player photo in each frame for both JV and Varsity players.

12. Senior photo books (special photo album) and gifts (usually a 12 x 12 a collage frame).
13. Assign a JV and Varsity parent to make the videos of respective teams with several photos of each player.
14. Seniors and emcee may wish to make a special introduction video.
15. Follow-up with volunteer duty list to make sure jobs are being done. Follow-up with families for checks, meal choices, and number attending banquet for those who have not responded.
16. Get all checks and money received to the Treasurer before the banquet date.
17. Set a time to meet at banquet site for set-up and decoration.
18. Be sure you have proper equipment to show videos at the banquet.
19. Have a great time at the banquet!!