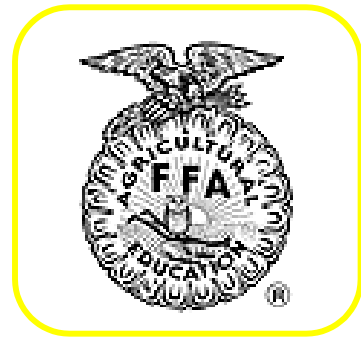


FFA Banquet Planning Guide



This planning guide holds the keys to a successful banquet that will surprise your supporters and showcase your chapter. Through proper planning, you can be sure to present a well organized banquet which is an example of the skills developed by students through agricultural education and the FFA.

Get Organized

Have your banquet committee set up a filing cabinet drawer or cardboard box with a file folder for each of the banquet planning areas. Keep copies of correspondence, receipts, programs and scripts. You will have all the information you need at your fingertips during the year for your planning and you will have a great head start for the next year!

Objectives

Do your objectives for the banquet include recognition, promotion or recruitment?

Will the banquet inspire the participants and guests and help you recruit new members for next year?

Planning Banquet Checklist

Use the following checklist for a smooth, well-organized banquet.

- Divide up responsibilities of Banquet planning into Committees.
Example: Food, Awards, Setup & Decorations, Clean Up
- Decide on the Type of Banquet
- Decide Date, Time, and Location.
- Decide on a Theme
- Decide When Things Need to be Done
- Prepare a Budget. Have you accounted for all costs? Please list them!
- Prepare a Banquet Program.
- Order Gifts and Supplies – Plaques, Decorations, Centerpieces
- Line Up the Equipment
- Prepare an Invitation List

- Prepare a Layout of the Facilities
- Plan the Decorations
- Prepare a Recognition List
- Create Positive Expectations (PR)
- Plan Displays. For example, showcase a science fair project or chapter exhibit.
- Prepare a Banquet Set-Up Checklist
- Who will present the various awards?
- Do you have a COMPLETE list of all the individuals who helped the chapter throughout the year?
- Have you prepared a list of the individuals who are receiving honorary chapter awards and certificates of appreciation?
- Who is your main speaker? Have you finalized all arrangements with him/her? Will he/she need any special audio-visual equipment? If so, have you made arrangements for it?
- Is your caterer/food service group aware of your final meal count?
- Have you accounted for all costs? Please list them!
- When do you plan to mail guest invitations? Be sure to leave time for RSVP.
- How will you expedite the long awards program? Please discuss this item with the advisor.
- Have you made arrangements for a sound system? When will it be delivered and operational?
- Are you giving door prizes?
- Do you plan on having any entertainment? If so, have you made the necessary arrangements? Example – Slide Show (Year in Review)
- Have you made clean-up assignments?

Banquet Wrap-Up Checklist

- Send thank-you's
- Plan a wrap up committee meeting
- Submit bills and all expenses
- Discuss efficiency and organization of banquet
- Publicize results of banquet on local radio and newspaper
- Make suggestions on things to change or improve for next year
- Start planning for next year