

**ADULT BANQUET/ANNUAL MEETING**  
**PLANNING GUIDE**

1. Choose a date in April with Jim Jenks or Steve Craig from the American Legion. (Note when Easter falls to avoid it.) Start planning in late Feb. – early Mar.
2. Contact secretary to e-mail a SAVE THE DATE to all members of the association. No Later than Mid March.
3. Consider door prizes: i.e. giving away work hours; we did 6 maintenance to one winner and 6 regular to another winner. We also had a grand door prize for the team with the most skaters represented by a parent(s). Add \$1 to every ticket price to spend on this prize. The association will contribute the balance to equal a \$100 prize.
4. Compose “flashy” invitation to include: date, time, place, menu, cost, RSVP info, promote your door prizes.
5. Send e-mail to secretary to send to parent reps of all teams including the high school teams asking them to promote the event to their teams and entice them into coming. This will also inform parent reps that they are responsible to collect RSVP’s from their team and forward them on to you. Make sure they get the names of the people coming as many have kids on multiple teams and you don’t want duplicates.
6. Choose the menu. (The Legion Auxiliary will provide you with plate choices.)
7. The cost is the per plate charge and you must add tax, tip and \$1 for door prize to arrive at total.
8. Arrive at final headcount from teams on date given on American Legion form. Send an e-mail out to association through secretary with the list of names and number attending incase there are people not included.
9. It is a good idea to try and collect the money ahead of time so you don’t have a lot of people backing out at the last minute. It is difficult to do logistically as the season is over and people don’t see each other.
10. Adjust headcount as necessary with new additions.
11. The night of the event: collect money or tickets, sign them up for door prizes, sign team rosters, draw for door prizes.
12. Bring containers along as the extra food will be sent home with you if you choose to take it.

**PAST BANQUET/ANNUAL MEETING PLANNERS:**

If you have any questions, please feel free to contact past planners.

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