

Banquets

Purpose:

To plan and organize the General Meeting and Awards Banquet (Saturday night) and the Judges Banquet (Sunday night) for the Specialty Attendees. To plan and organize any additional banquets as scheduled by the Specialty Committee.

Responsibilities:

- Estimate the number of people who will be attending each of the banquets. In recent years, the main banquets have been drawing upwards of 400+ people.
- Select a site for each of the banquets. The first consideration should be the site hotel, but if they are not equipped for the large attendance or they cannot handle upsize or downsize in attendance, alternate sites should be considered. Write a letter to each of the alternate sites to request information concerning facilities, capacity, menu, availability of dates, reception area, PA system, etc.
- Work with the selected banquet site(s) to create a contract which covers: banquet date, menu selection and price, table setup, availability of meeting equipment, and banquet schedule.
- Select the prices for each of the banquets and meal selections. Prices should be defined to cover the cost of the meal, table favors, and banquet overhead.
- Select and order table favors for each of the banquets. The standard for the General Meeting and Awards Banquet is to have one of the table favors be a coffee mug with the specialty logo and date imprinted on the mug.
- Coordinate with planning booklet chairperson to create a banquet information and sign up form for the planning booklet.
- Coordinate with the BMDCA president and Awards chairperson to create a schedule for the General Meeting and Awards Banquet (Saturday night).
- Coordinate with the Judge's Chairperson to create a schedule for the Judge's Banquet (Sunday night).
- Obtain a final list of the number of people attending the banquet from the specialty coordinator, once the planning booklet entries have closed.
- Print tickets for each of the banquet nights and meal options. Coordinate with the hospitality chairperson(s) to include the tickets in each of the registration packets.
- Arrange time at the hospitality suite to handle any last minute banquet changes and ticket exchanges.
- Organize a committee to assist in setting up each of the banquets, including the meeting accessories and table favors. Make sure to reserve tables for the BMDCA officers and judges at the respective banquets. Setup should start at least two hours ahead of the banquet start time.
- Coordinate with the treasurer to make sure all the banquet bills are paid in a timely fashion.
- Write a report at end of show regarding your committee, comment on additional recommendations and responsibilities you think should be included here.

Timeline:

- *One to one and one half years prior to the show:* Select the banquet site and create a contract with the banquet facilitator. Create an initial budget.
- *Six Months prior to the show:* Select table favors and set final meal prices. Work with the planning booklet coordinator to create a banquet information and reservation form. Check back with the

banquet site to make sure everything is still okay.

- *One month prior to the show:* Obtain final count of banquet attendance from specialty coordinator. Order table favors. Print tickets and create envelopes for hospitality packets. Contact the BMDCA president to discuss the final Saturday schedule. Contact the judge’s chairperson to discuss the final Sunday schedule. Contact the banquet site(s) to finalize the details and to give them the final meal count.
- *Day of the Banquet:* Final setup of the banquet facility at least two hours prior to start of banquet.

Budget:

One for each banquet night:

<i>ITEM</i>	<i>DETAILS</i>	<i>INCOME</i>	<i>EXPENSE</i>
Ticket Sales	(number of people times the ticket price)	xxxxx	
Meal Expense	(number of people times the meal price)		xxxxx
Table Favors	(cost plus setup plus shipping)		xxxxx
Open Bar Fees	(bartender plus bar setup)		xxxxx
Entertainment	(reception piano player, etc.)		xxxxx
Administration	(phone calls, ticket printing, postage, etc.)		xxxxx

Income and expense columns should balance. The goal of the banquet is to break even.

Recommendations:

Selection of the proper banquet facility will either simplify or complicate your job. Try to select a site which will be as flexible as possible to changes in the menu count and number of attendees. Remember that you may get requests for changes up to the time of the banquet.

Select a menu which will satisfy the largest number of people. A good rule of thumb is to have a choice of beef, chicken, and fish or vegetarian dishes.

Make sure the contract with the banquet facility covers at least the following items: banquet date, menu selection and price, table setup, availability of meeting equipment, any additional charges, and banquet schedule. Make sure that there is an assigned banquet facility coordinator for your account.

Try to have your table favors defined and a vendor selected in advance of the order. You will not have much time after receiving the final attendance count to place the orders.

Try having the table favors delivered directly to the banquet site.

Limit table favors to around \$5.00 to \$6.00 to keep the price of the banquet to a minimum. The price of the ticket will be approximately the price of the meal plus \$6.00.

Make sure that the price of the meal from the banquet site includes all taxes and gratuities.

Print extra tickets to take to the specialty, just in case you have last minute changes. But try to limit changes to (1) exchanges of tickets (2) changes to meal type, only if the banquet site can handle last

minute meal counts.

Refunds for those who do not show up to the specialty is a choice of the specialty committee. Make sure if you decide to honor refunds that you have a policy prior to the show.

In the limited case where you cannot find a banquet site large enough to handle the estimated number of attendees, please make sure it is clear how you are going to limit the tickets (first come, first served, etc.).

There may be the need for extra coffee mugs for other awards. Make sure to check with the specialty committee before making the final order.

Make sure there are extra chairs setup for those who want to attend the post meal meeting (judges or general meeting), but do not want to attend the meal.

