

BANQUET SUGGESTIONS and To Do List

Post-season banquets celebrate the efforts of the team. Special recognition is given to senior athletes and for individual athletic achievements, academic achievements, and other team/coach determined criteria.

1. Remember... it's for the KIDS! This is their night to celebrate all of their hard work. While attention is given to Varsity Team and Seniors, Junior Varsity, Freshman/Reserve, and team members have also practiced and competed to the best of their ability. Remember to acknowledge that effort and to encourage their future participation.
2. Enlist the support of other parents in the planning and commission of the many tasks associated with a banquet. This might be done with a sign up at the initial parent meeting, or by invitation. Be sure to include representatives from each team and/or class.
3. **FILL OUT A SCHOOL PERMIT TO RESERVE SPACE AT THE HIGH SCHOOL:** Reserve a date and location for your banquet. Spring dates are especially scarce due to scheduling conflicts with concerts and other events.
4. Host a **PLANNING MEETING** with your committee to do the following:
 - Determine a Menu. Determine Decor. Other ideas would include use of balloons, flowers, posters, and jerseys.
 - Determine Gifts: Coach(es) Gift(s) Senior(s) Gift(s) Other(s) Gift(s)
 - Expenses: Some teams provide a memento for each athlete. Other times, to recognize a person who has made some significant contribution to a team, or has served in some capacity, i.e. statistician, trainer, team parent, etc., a gift may be presented.
5. Complete the enclosed Food Service Request and forward it to: Hudson Schools Food Service, East Woods School, 120 N. Hayden Pkwy., Hudson, OH 44236. **BE SURE TO INCLUDE THE DATE AND TIME OF THE BANQUET, AND A CONTACT NAME AND PHONE NUMBER.** Approximately 7-10 days prior to the banquet, confirm your attendee numbers with the Director of Food Service, (Jennifer Roland, 330-653-1203).
6. Create and distribute an Invitation to all team members, their families, the coaches, any team guests, a High School Administrator (send to the Athletic Department) Request payment and responses two weeks in advance of the event.
7. Contact the school building's Media Center with any audio/visual equipment needs.
8. Contact the school building's Head Custodian with any floor plan specifics.

9. ON THE DAY OF THE BANQUET

- Set-up can begin after 3:30PM, or when the custodial staff has had an opportunity to clean the area. Please cooperate with the staff, there are many activities that take place in the buildings before, during, and after the regular school day.
- Clean up any debris, including balloons, confetti, posters/signage, and table dressing.
- Tablecloths must be washed and returned the day after your banquet so that the next team may borrow them.