

Basic Banquet Checklist



You were made for this.™

Phase 1: 6-12 Months prior to banquet

- Find and secure location and food plan
- Establish Committee Roles (Chair, Table Host Chair, Program, Decorations, etc)
- Find and secure keynote speaker

Phase 2: 3-6 Months prior to banquet

- Recruit and secure Table Hosts
- Beginning gathering names and contact info for invites
- Order Save the Date, Invitations, RSVP cards, programs, name tags
- Solicit Corporate Sponsors

Phase 3: 2-3 Months prior to banquet

- Film video of Kids (If using video)
- Plan schedule of evening
- Establish who will emcee and give financial pitch

Phase 4: 1-2 Months prior to banquet

- Send Save the Date Cards ~ **8 weeks prior to banquet**
- Table Hosts call all invites ~ **5 weeks prior to banquet**
- Send Invitations ~ **4 weeks prior to banquet**
- Table Hosts call all invites to get RSVP ~ **3 weeks prior to banquet**
- Establish night of roles (name tags, set up decorations, collect pledges etc)
- Prepare anyone who will speak at banquet (Emcee, kids, staff, leaders, financial pitch)

Phase 5: Week of Banquet

- Plan seating ~ **2 days before banquet**
- Confirm details with banquet facility

Phase 6: Day of Banquet

- Set up/ Decorate banquet room
- Pay speaker and banquet facility
- Test AV equipment
- Print name tags and put table numbers on name tags

Phase 7: After Banquet

- Send Pledge Confirmation/Thank you from YL Office *Within the week of banquet*
- Send personalized thank you from Table Hosts *Within one month of banquet*
- Ask for feedback from select group of attendees
- Send follow up letter to “no shows”
- Send follow up letter to “last year but not this year” banquet donors

Supply List Day of Banquet:

Young Life Brochures

Decorations

Credit Card/EFT Forms

Pens and Envelopes for collecting pledges

Name Tags (Printed and extra blank)

Corporate Sponsor Recognition

Budget Info (On tables or slide on screen)

Necessary AV equipment and backup

Camp Forms

Any supplies needed for games or program characters