

Planning the Annual Banquet can be a daunting task! This template is a useful guideline to help ensure major issues and tasks leading up to the event are addressed. It is by no means an exhaustive enumeration of each necessary step and should be modified as needed and used in conjunction with a calendar and other project planning tools. The event itself should be carefully scripted so transitions are smooth and it begins and ends on time, just like all Toastmasters events!

Banquet Chairperson:

Select a Leader willing and able to commit the necessary time and effort, assemble a team, and delegate action items. The Banquet Chairperson holds authority and is accountable for the ultimate success of the event. The Chairperson is responsible for aligning all volunteers, coordinating all meetings, and making sure all tasks are completed on time and nothing falls through the cracks. Specific components of a successful banquet include the following:

Theme: _____
(Optional)

Date: _____
Select a date that will accommodate the members, their guests, and the award recipients.

Location/Venue: _____
Select a venue with appropriate cost and locale for the members, their guests, and the award recipients. Weekdays are typically less expensive, and cost is often negotiable.

Budget: _____
This represents the total cost including room fees, catering, equipment, awards, printing, mailing, comps, and miscellaneous. Find someone experienced in accounting to manage the budget; otherwise, there will probably be an unpleasant surprise for the club afterward.

Room Cost: _____

Catering Cost: _____
Minimum venue cost based on minimum food & beverage charges, taxes, and tip. This type of event is generally not eligible for a non-profit sales tax exemption.

Comps: Communication Achievement Award Recipient & Guest

Sales target: _____
Based on the expected number of members and their guests. Be as accurate as possible, and be sure to consider room size and budget in your projections.

Price: _____
Ticket price based on total cost, per-plate cost, and expected sales. The goal is to break even.

Banquet Facilitator Roles:

- Presiding Officer _____
- Toastmaster _____
- Invoker _____
- Awards Presentation _____
- Officer Induction _____

Awards:

Award nominees:

Select a nominee who deserves and will appreciate the award, be interesting for the members to hear speak, and can attend the Banquet. Have several backups in mind.

Annual Club Awards:

Based on ribbons or other similar criteria.

- Best Speaker _____
- Best Evaluator _____
- Best Table Topics _____

Special Club Awards:

Let the members select the persons within your club that you will be honoring; some suggestions include:

- TM of the Year _____
- Most Improved _____
- Inspirational _____
- Humorous, etc. _____

Banquet Committees:

Let others help. Toastmasters clubs are volunteer organizations; therefore, empower any and all willing volunteers! For larger events it is often useful to split the tasks and volunteers into two groups with a separate leader for each such as Logistics and Marketing/Promotion.

Logistics Committee:

Choose a Logistics Chairperson to coordinate the Banquet logistics; this includes:

Objective or Task	Responsibility (who will get it done)	Completion Date (know the details)
Budget & Accounting	_____	_____
Select and secure location	_____	_____
Select entrée choices	_____	_____
Select and order Awards	_____	_____
Photographer/Video	_____	_____
Banquet Setup and Reception (Nametags, Room Setup, Decorations)	_____	_____

Marketing Committee:

Choose a Marketing Chairperson to coordinate the Banquet Marketing/Promotion; this includes:

Objective or Task	Responsibility (who will get it done)	Completion Date (know the details)
Secure Commitment of Award Nominees: <i>Have several options in mind. After an initial phone contact, follow up with a formal confirmation letter and keep them in the loop.</i>	_____	_____
Create Marketing & Sales Plan <i>(asap)</i>	_____	_____
Create database of Invitee's <i>(asap)</i>	_____	_____
Generate Press Release <i>(60 days in advance)</i>	_____	_____
Produce "Save the Date" email <i>(sent 60 days in advance)</i>	_____	_____
Produce Invitation <i>(sent 45 days in advance)</i>	_____	_____
Produce Program <i>(3-7 days in advance)</i>	_____	_____
Update website <i>(as needed)</i>	_____	_____