

Banquet Planning Form

Date of Banquet _____
Time of Banquet _____
Location _____
Theme _____
Speaker _____
Mission of Banquet _____

PLANNING MEETING

Decisions to make:

Theme _____
Decorations _____

Food _____

Program _____

Clean-up _____

Discuss every detail. List all items needed for banquet and note expense. Assign responsibilities and dates for follow-up. Use reverse side of paper for detailed notes. Try to have banquet planned at least two months in advance to avoid stress!!!

DELEGATED TO:	NAME	PHONE
Decorations	_____	_____
Food	_____	_____
Program	_____	_____
Clean-up	_____	_____
Awards	_____	_____

FOLLOW-UP DATES

REVIEW OF BANQUET

Banquet attendance _____
Expense totals _____
Was banquet a success? _____

What improvements can be made for next year? Use reverse side for detailed explanations.
