

Banquet Checklist

The following is a sample Banquet checklist and setup that could be used for a scholarship or recognition banquet, Founders' Day event, Chapter Anniversary, etc.

1. Appoint Banquet Chairman to coordinate the night's activities.
 - Develop a committee, notebook and budget.
2. Determine the dates of banquet.
 - College/University and Fraternity calendar should be considered.
3. Select location for the banquet
 - Book banquet facility at least three months prior to the event
 - Typically held at a nice hotel near the university or in university facilities. University catering and facilities are generally more affordable.
4. Arrange a room for reception (pre-banquet).
 - Provide a detailed map and contact person for all events.
 - Held one hour prior to dinner.
 - Have a no-host bar (individual's pay for their own drinks).
 - Appetizers are a nice touch but optional.
5. Arrange a room for the banquet festivities.
 - Plan enough time for a post-dinner program (not including post-banquet dance).
 - Include seating for all guests, dates, parents etc.
 - Include a head table for distinguished guests. Head table should be equipped with a podium and microphone and should be skirted on a raised tier.
 - Floral arrangements and candles are a nice addition to tables, but are not necessary.
 - Inquire about the hanging of a FarmHouse flag behind the head table.
 - Consider color scheming tablecloths and napkins in green, white and gold.
6. Plan for a post-banquet dance or entertainment.
 - If facilities allow, the dance should be in the same room as the banquet.
 - Select a band or DJ that appeals to all ages.
7. Select an appropriate meal for the occasion.
 - Be sensitive to costs (hotel meals can range from \$20-45).
 - Chicken/beef selections typically are the best.
 - Tell caterer the total plate amount (e.g. \$25 per person) inclusive (meaning food, gratuities and service charge). The meal should include a salad, entree, dessert and beverage.
 - Pay for meal costs of distinguished guests i.e. head table.
 - Collect money for banquet from chapter members and all others three weeks prior to the event.
8. Determine banquet program well in advance of event.
 - Prepare a list of distinguished guests and titles.
 - Inform speakers of their role in writing.
 - Order any awards or gifts one month prior to banquet. While absolutely not necessary, small gifts for the Greek Advisor, International President and contributing staff members is a nice touch (i.e. school hats or sweatshirts, engraved pens or commemorative souvenirs unique to the host school. These should only be considered if there is room in the budget.)
 - Consider printing one-page programs for all guests. Include the evening program and speakers, the menu and any expressions of thanks.
 - Arrange for an official photographer for party pictures and, more importantly, a group photograph with all attendees. Make sure that a written contract is signed.

9. Send invitations to all invited guests (International Officers, parents, administrators, Greek leaders i.e. IFC, Panhellenic, Pan-Hellenic Presidents), alumni and staff members.
 - Order quality printed invitations.
 - Include date, time, location and cost of banquet. For parents and alumni, suggested charge for one person is \$40-50 and for a couple \$65-75. Sorority and non-FarmHouse fraternity representatives are responsible for the cost of their meals.
10. Negotiate tuxedo rental agreement (if applicable) with local company for a black tie banquet.
 - All members should be in tuxedo.
 - Members are responsible for fitting and payment of tuxedos.
 - Inform invited guests of proper dress (coat and tie for men and dresses for women are perfectly suitable).
11. Purchase glassware favors for all members and guests as a souvenir of the event.
 - Order at least one month in advance.
 - Include the coat of arms, chapter designation, college/university and event name.
12. Send thank you notes to guests expressing your appreciation for assistance and attendance (within one week).
 - Include distinguished guests, parents and hotel coordinator among others.