

REACHING NEW HEIGHTS

Advisor's Guide to personal growth and leadership development

Lesson Number: **RNH.11.3**

Planning the Banquet

Purpose:

The purpose of this lesson is to teach students how to organize and manage an effective awards banquet

Quick Reference:

Time Required:

60 minutes

Objectives:

After completing this lesson, students should be able to:

1. Describe the value of an effective student-led banquet.
2. Defend the need for student committees for banquet planning.
3. Plan a banquet based on provided committee checklists.

Materials:

- ✓ RNH.11.3.AS.A – display or one copy per student
- ✓ RNH.11.3.AS.B-K – one for each committee chair

Directions:

The end of a year is typically culminated with a chapter awards or parent-member banquet. The purposes of the banquet are typically to recognize the accomplishments of chapter members, install newly elected officers, and express gratitude to partners.

Value of a Chapter Banquet – One of the most important events in each year's FFA calendar is the annual awards banquet. These events range from casual potluck dinners to catered sit-down affairs and are, in general, overflowing with opportunities for students to develop and exhibit leadership skills. The more of the planning and presentation duties the teacher delegates to students, the more opportunities exist for skill development. In fact, many teachers feel that the banquet is the student's time to shine and only appear on stage to recite their parts in ceremonies or to shake hands and assist in presenting the awards. Convey this philosophy as you take students through the exercises in this lesson.

Planning the Banquet – So how do you get to that point? The key is starting well in advance, assigning responsibilities and checking in with students regularly to evaluate progress. You might want to have your class plan a banquet as a mock exercise or for the actual event. Either way provides excellent learning experiences and teaches students how to orchestrate such an event. Check the FFA website (www.ffa.org) for additional planning assistance. There is a special section on banquet planning complete with checklists and ideas.

One of the first steps will be breaking the event down into manageable chunks and forming committees around those areas. You are encouraged to do this as an activity with your class rather than just handing down the assignments. Remember, people tend to support what they help create.





1. Take a few moments to explain what a banquet is, its purpose and importance as well as the other philosophies expressed in the paragraphs above. After introducing the concept of a student-led and developed banquet, have the students engage in the following:
 - a. If you haven't already set a date, seek student input and bring the group to consensus. With this simple step, they'll get a taste for the complexities to follow as they attempt to find a good date that doesn't conflict with other events.
2. Indicate that a banquet requires lots of work in many different areas and that they'll need to break the task into manageable chunks.
3. Display RNH.11.3.AS.A, "Suggested Banquet Committee Structure," and review the information.
4. Ask them to add areas, switch responsibilities from committee to committee, or combine committees as they think is necessary.
5. Then have students volunteer for the different committees. Each student should serve on a committee.
6. Modify checklists based on the student's final list of subcommittees.
7. Provide each student with a checklist for their respective committee from RNH.11.3.AS.B - K
 - a. Note: the general chairperson and the teacher should have copies of all checklists.
8. Give students time to review their lists, make assignments, and research their areas of responsibility. Provide answers to questions as needed. Sit back and enjoy while students learn to take responsibility for their event!

Connection Questions:

1. How is it that committees help to achieve a goal?
2. What other organizations use committees to accomplish work? Which ones are you familiar with?



LifeKnowledge Connections:

Precept(s) Addressed:

Action

- A3. Plan effectively.
- A5. Communicate effectively with others.

Relationships

- B1. Practice human relations skills including compassion, empathy, unselfishness, trustworthiness, reliability, and listening.
- B2. Interact and work with others.
- B5. Participate effectively as a team member.

Decision Making

- N1. Demonstrate the decision-making processes.
- N2. Demonstrate problem-solving skills.

LK Lesson Suggestion:

MS.21 – Travel and Dining Etiquette





Suggested Banquet Committee Structure

- General Chairperson (appoints subcommittees and coordinates efforts)
- Menu, Food Preparation and Serving Subcommittee
- Program Subcommittee (outlines all program activities, invites guest speaker, coordinates what will happen on stage, prepares the printed program)
- Invitations and Guest List Subcommittee
- Decorations Subcommittee
- Publicity Subcommittee
- Courtesy Corps Subcommittee
- Awards Subcommittee
- Entertainment Subcommittee
- Set-up and Clean-up Subcommittee



General Chairperson's Checklist

	Person Responsible	Target Date
Appoint subcommittee chairpersons.	_____	_____
Ensure that all assignments that are to be completed six weeks prior to the banquet have been accomplished.	_____	_____
Ensure that all assignments that are to be completed four weeks prior to the banquet have been accomplished.	_____	_____
Ensure that all assignments that are to be completed two weeks prior to the banquet have been accomplished.	_____	_____
Ensure that all final assignments have been accomplished.	_____	_____
Coordinate practice session.	_____	_____
Review committee reports.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Menu, Food Preparation and Serving Checklist

	Person Responsible	Target Date
• Arrange for food preparation	_____	_____
• Establish a menu	_____	_____
• Report menu to program subcommittee for inclusion in the printed program	_____	_____
• Order necessary food items	_____	_____
• Review final checklist with food preparation team	_____	_____
• Estimate number attending	_____	_____
• Arrange for sufficient serving crew	_____	_____
• Plan an efficient serving process	_____	_____



Menu, Food Preparation and Serving Checklist

	Person Responsible	Target Date
• Arrange for clean up	_____	_____
• Set a time frame for serving and clean up (one hour or less)	_____	_____
• Arrange for recognition of cooks and serving crew	_____	_____
• Prepare final committee report	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Program Arrangements Checklist

	Person Responsible	Target Date
• Make a detailed outline of the entire banquet program.	_____	_____
• Coordinate with entertainment and awards subcommittee.	_____	_____
• Assign each banquet activity a time segment.	_____	_____
• Arrange for a public address system.	_____	_____
• Arrange to have FFA paraphernalia in banquet hall.	_____	_____
• Arrange for necessary audiovisual equipment.	_____	_____
• Set a time limit for all speakers and presenters.	_____	_____
• Arrange for a guest speaker.	_____	_____
• Assign person to host guest speaker.	_____	_____
• Coordinate practice session for entire banquet.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Invitations and Guest List Checklist

	Person Responsible	Target Date
• Prepare invitation list.	_____	_____
• Prepare invitations.	_____	_____
• Address and mail invitations.	_____	_____
• Hand-deliver special invitations (principal, superintendent, etc.).	_____	_____
• Prepare a list of guests who indicate they will attend.	_____	_____
• Prepare a final confirmed guest list for introduction at banquet.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Decorations Checklist

	Person Responsible	Target Date
• Obtain ideas for decorations (horticulture class, art department, etc.).	_____	_____
• Develop/finalize decorations plan including:		
• Centerpieces	_____	_____
• Table decorations	_____	_____
• Stage decorations	_____	_____
• Backdrop	_____	_____
• Order corsages for mothers and special guests.	_____	_____
• Order materials needed for decorations.	_____	_____
• Prepare all decorations in advance if possible.	_____	_____
• Decorate banquet hall.	_____	_____
• Distribute or return decorations after banquet.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Publicity Checklist

	Person Responsible	Target Date
• Develop media list including contact names, addresses and phone numbers (newspapers, webpages, magazines, and radio and television stations).	_____	_____
• Prepare pre-banquet news release for media.	_____	_____
• Invite the newspaper editor and radio and television news directors.	_____	_____
• Post banquet dates on school bulletin board, website and marquee.	_____	_____
• Place an FFA display in the school hallway.	_____	_____
• Prepare news releases on top chapter award winners; arrange for interviews.	_____	_____
• Prepare announcements for school PA system.	_____	_____
• Submit photos and article to the school newspaper and website.	_____	_____
• Submit photos and article to the community newspaper.	_____	_____
• Place clippings and photos in the chapter scrapbook and website/social media.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Courtesy Corps Checklist

	Person Responsible	Target Date
• Plan guest entrance and exit.	_____	_____
• Plan traffic pattern for serving (work with serving subcommittee).	_____	_____
• Plan seating arrangements.	_____	_____
• Learn proper method of escorting guests to seats.	_____	_____
• Assign members to locations as needed.	_____	_____
• Make a list of duties and responsibilities for each member of the courtesy corps.	_____	_____
• Obtain courtesy corps arm bands.	_____	_____
• Check for proper attire (official dress).	_____	_____
• Have courtesy corps in place at least one-half hour before the program begins.	_____	_____
• Be certain the courtesy corps understands the seating plan.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Awards Checklist

	Person Responsible	Target Date
• Work with advisor and advisory council to select award winners.	_____	_____
• Order plaques and trophies from the <i>FFA Gold Catalog</i> (double-check the spelling of all names and awards).	_____	_____
• Order all medals from the state FFA association.	_____	_____
• If slides are to be used in award presentations, gather all necessary slides and prepare them for showing.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Entertainment Checklist

	Person Responsible	Target Date
• Explore entertainment possibilities within chapter membership.	_____	_____
• Prepare a skit.	_____	_____
• Hold auditions.	_____	_____
• Hold practice sessions.	_____	_____
• Arrange necessary props.	_____	_____
• Arrange appropriate recognition for talent.	_____	_____
• Prepare a final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.



Set Up and Clean Up Checklist

	Person Responsible	Target Date
• Arrange for plenty of help.	_____	_____
• Have all necessary equipment available (brooms, trash cans, trash bags, trucks, etc.).	_____	_____
• Assign committee members specific tasks.	_____	_____
• Rent or borrow tables and chairs.	_____	_____
• Arrange transportation for tables and chairs (if necessary).	_____	_____
• Set up tables and chairs.	_____	_____
• Take down tables and chairs.	_____	_____
• Return all borrowed items.	_____	_____
• Send thank-you notes to businesses and organizations that loaned tables and chairs.	_____	_____
• Prepare final committee report.	_____	_____

Note: You may want to list other items you encountered and took care of in the process to enhance this list for next year.