NAME: _____

Aligned to the following standards:
FFA.PL-A; FFA.PL-E; FFA.PL-F; FFA.PG-J; FFA.CS-M; FFA.CS-N; CCSS.RI.9-10.2; CCSS.RI.9-10.3; CCSS.W.9-10.2; CCSS.W.9-10.4; CRP.02; CRP.04; CRP.06; CRP.07; CRP.08; CRP.11

Appendix 2: Banquet

Created: Spring 2021 by the National FFA Organization

Part 1

DIRECTIONS:

Banquets are a great way to gather and celebrate the accomplishments of those that share common interests and goals. However, the planning process can be overwhelming. Read the article "5 Tips to Plan a Perfect FFA Banquet" in the spring 2021 issue of *FFA New Horizons*. Follow the steps below to plan your own banquet.

1. Select a banquet you would like to plan. Examples include academic banquets, sports banquets, FFA banquets, etc.

   _____

   - Why did you select this banquet? What meaning does it have for you? Answer in the space below.

Identify a minimum of five people, including yourself, who will help put the selected banquet together.

1. _____
2. _____
3. _____
4. _____
5. _____

2. Read the article "5 Tips to Plan a Perfect FFA Banquet." While reading, complete the following activity. Use the Banquet Planning Guide for ideas, https://ffa.box.com/s/tu8nniaww7imgcxnir9omaoubuubo270.

Using no more than three words, give each step a title.	**Summarize the step and its purpose.**	**Using what you have learned from the article, outline a banquet for the group you selected in question one.**
1.		**What is your timeline? When will tasks need to happen?**

NAME: _____

		What is the budget? _____ **Team members and their responsibilities:**
2.		**Identify three things that could happen and the backup plan that you have.** Ex. missing tie 1. 2.

NAME: _____

		3.
3.		**Identify six "five-minute tasks" that need to be completed, why that task is important and who is going to complete the task.** Tip: Look in the article. 1. 2. 3. 4.

NAME: _____

		5. 6.
4.		**Identify each flip chart page you will need to develop, explain why and detail who will oversee the task.** Tip: Look in the article.
5.		**How will you ask for feedback?**

NAME: _____

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Part 2

DIRECTIONS:

Sometimes things do not go as planned and people cannot gather in person to host a banquet. Think about each of the steps you outlined in Part 1. Brainstorm how you can take the banquet you just planned for and make it a virtual or distance event.

Step Title you Identified in Part 1	**How will you take what you have planned and make it work for a distance/virtual event?**	**How will this step accommodate those that would attend?** Ex. think about access to technology, etc.
1.		
2.		
3.		
4.		
5.		