

BLUE & GOLD BANQUET

COMMITTEE RESPONSIBILITIES

Banquet Chairman Responsibilities	<p>Selected by the Pack Committee Work with Pack and Banquet committees on banquet budget Keep adequate budget information, Present to Pack Committee Recruit subcommittee chairman's to carry out responsibilities Oversee all subcommittees Serve as director to Banquet Committee</p> <p>Keep Pack Committee informed as to information, decisions and responsibilities Keep Den Leaders informed of den responsibilities and family responsibilities</p>
Banquet Committee Responsibilities	<p>Consists of all subcommittee members Set date and time for banquet Decide on meal-serving plan</p> <p>(1) Pot Luck - Each family supplies dish to share with Pack or Den and own utensils, plates, cups, napkins, serving dishes (2) Food Committee - Pack buys meat, bread, beverage, utensils, plates, cups, napkins. Families supply salads, vegetables and dessert (3) Catered - Caterer brings food or Pack goes to restaurant</p> <p>Secure adequate facility, determined by attendance, serving arrangement and exhibits</p> <p>(1) Check rental fee (2) Check seating capacity and number of tables available (3) Inquire about kitchen facility and availability (4) Secure permission for use of special items - PA system, etc. (5) Confirm reservation at least 1 month in advance</p> <p>Keep Banquet Chairman informed</p>
Food Subcommittee Responsibilities	<p>Recruit helpers to carry out responsibilities</p> <p><u>POT LUCK PLAN</u></p> <p>(1) Will dens have own menu, or will each family contribute to over-all Pack menu. (2) Let each Den leader or family know how much and what type of food to bring (3) Ask each family to bring table services (4) Decide if Pack will furnish salt, pepper, sugar, creamer, napkins, etc. If so, make arrangements to purchase or have them donated</p> <p><u>FOOD COMMITTEE PLAN</u></p> <p>(1) Decide how much food the Pack will furnish (meat, drinks, paper goods, all food) (2) Let each Den Leader or family know how much and what type of food to bring (3) See each Den receives their share of purchased items (4) Obtain helpers to prepare meal, consider health rules</p>

<p style="text-align: center;">Food Subcommittee Responsibilities (continued)</p>	<p><u>CATERED PLAN</u></p> <p>(1) <i>Caterer</i></p> <p>(a) Contact caterer. Agree on menu and cost</p> <p>(b) Check time of delivery. Is everything provided including drinks, deserts, plates, etc.</p> <p>(c) Accept reservations, estimate attendance well n advance</p> <p>(d) Collect monies prior to banquet</p> <p>(2) <i>Restaurant</i></p> <p>(a) Contact restaurant,. Agree on menu and cost</p> <p>(b) Accept reservations, estimate attendance well in advance</p> <p>(c) Collect monies prior to banquet</p> <p>Plan to have cup cakes or cake. (THIS IS A BIRTHDAY PARTY)</p> <p>Determine serving needs</p> <p>(1) Plan 2 serving lines if more than 150 people</p> <p>(2) Arrange for serving utensils, hot and cold drinks, etc.</p> <p>Work with Program Subcommittee in adhering to time schedule for serving, eating, cake, etc.</p> <p>Keep Banquet Chairman informed of progress and decisions</p>
<p style="text-align: center;">Physical Arrangements Subcommittee Responsibilities</p>	<p>Recruit helpers to carry out responsibilities</p> <p>Develop seating plan so families can sit together</p> <p>(1) Head Table?</p> <p>(2) Arrangements of tables. Consider size and shape of room</p> <p>(a) Square, (b) U-shape, (c) Round (d) Fan-shaped</p> <p>Make arrangement to get into building early on day of banque</p> <p>Check restroom and coatroom facilities, adequate parking, handicap acces</p> <p>Check on need to work with custodiar</p> <p>Arrange for adult clean-up committee, have trash bags availabl</p> <p>Keep Banquet Chairman informed of times, arrangements, etc</p>
<p style="text-align: center;">Program Subcommittee Responsibilities</p>	<p>Recruit helpers to carry out responsibilities</p> <p>Cubmaster should be a member of this committee</p> <p>Select theme for banquet</p> <p>Select Master of Ceremonies</p> <p>Working with Cubmaster, plan format of program and recruit one person to handle each item on agendæ</p> <p>Working with DL Coach and Den Leaders, plan general room decorations and head table decorations</p> <p>Decide on placement of displays and exhibit:</p> <p>Prepare printed program for handou</p> <p>Prepare props, working with Advancement Chairman (skits?)</p> <p>Send written invitation to special guests</p> <p>Select a Welcoming Committee to greet peoples as they arriv</p> <p>Send Thank-you notes afterwards</p> <p>Keep Banquet Chairman informed of all decisions and progres:</p>