



## Annual Soccer Banquet Guide

### 1. Introduction

Each year we celebrate the season accomplishments by holding a banquet dinner for the Varsity and JV players and their families.

### 2. Guidelines for Planning a Banquet

1. Parents of **senior** players organize the annual soccer banquets.
  - a. One or more chairperson[s] should be chosen.
  - b. The location, date, menu, decorations, cost per attendee and gifts for senior players are all decided by the parents.
  - c. The Soccer Booster Club and Coaches should be consulted regarding the actual content of the program.
  - d. Varsity coaches will decide whether a guest speaker is wanted or required.
  - e. Banquet dates should be cleared with Varsity Coaches due to possible conflicts with sectional games and select senior games, and JV coaches as well.
2. Try to have the banquet at a **local** restaurant or organization, whenever possible. A starting figure for preliminary discussions is approximately 100 people will attend the banquet.
3. All Junior Varsity and Varsity players, parents, family members, friends and members of the Pal-Mac community are welcome to attend the banquet.
4. The committee should send invitations to the following people:
  - a. Varsity and JV Head and Assistant Coaches
  - b. Pal-Mac Superintendent of Schools
  - c. Pal-Mac Director of Athletics
  - d. The Booster Club President may invite others at his/her discretion.
5. A detailed report giving number of attendees, guests, cost of dinners, expenses and any additional pertinent information should be prepared and given to a Booster Club representative as close to the banquet as possible.
6. The banquet is considered a school event. There is to be no smoking or alcohol beverages served while the banquet is in process. Please inform any venue you contact of this fact.

### 3. Costs

1. **Club Contribution:** The Booster Club will provide up to \$100.00 per banquet for decorations, etc. Receipts are to be provided to the Club Treasurer for reimbursement.
2. **Reservation Advance:** The Booster Club does not typically advance the reservation fee for securing a venue for the banquet, however the Club President can choose to do so. If an advance is paid by the club, it must be reimbursed from the monies collected by the banquet organizers.

3. **Meals:** Each person attending the banquet must pay for his/her meal, with exceptions listed later in this document. The Club does not advance money for meal costs to the venue. The organizers must collect the meal costs from those attending (or the Club, for those who the Club pays), and the organizers pay the venue directly.
4. The cost of the senior players' dinners is not to be included in everyone else's price. The senior players and their families are expected to pay their equal share of the cost of the banquet.
5. **Senior Gifts:** If purchased, senior gifts are paid for by the parents of the seniors. This expense is not covered by the Booster Club or by including it in the cost of the meals. The decision to give gifts rests entirely with the parents.
6. **Door Prizes:** The banquet organizers may solicit door prizes from local merchants if they want to offer them during the banquet.
7. **Awards:** The Club will provide trophies and plaques, etc. as advised by the coaches.
8. **Programs:** Optionally, coaches or others may develop a written program or booklet for the Varsity and Junior Varsity players. The costs of this can be included in the Club Contribution, described above.

The following list indicates individuals for whom the Booster Club will cover the cost of the meal.

	Payment Info
JV, Varsity Head Coaches	○ Booster Club pays, plus one guest each.
JV, Varsity Asst. Coaches	○ Booster Club pays
Pal-Mac Superintendent of Schools	○ Booster Club pays
Pal-Mac Athletic Director	○ Booster Club pays
Guest Speaker (if applicable)	○ Booster Club pays for meal, but not a speaker's fee.
Players in need of financial assistance	○ Contact Booster Club President.