

V. BANQUET OPERATIONS CHECKLIST

THIS BANQUET “DAY” CHECK LIST IS FOR RD USE WITH NEW OR EXISTING BANQUETS. COMMITTEE MEMBERS SHOULD BE ENCOURAGED TO TAKE ON SOME OF THE RESPONSIBILITIES LISTED BELOW FROM THE RD.

- ___ First guarantee given to facility
- ___ Programs printed and arrangements made to pick them up & deliver to banquet facility
- ___ Raffle ticket sellers arranged, notified as to appropriate dress and time of arrival
- ___ Money needed to make change acquired for dinner
- ___ Ticket sales finalized (those to be picked-up at door in individual envelope marked either “paid” or with “actual amount” to be collected)
- ___ Table reservation cards prepared
- ___ All prizes collected and stored together
- ___ Framed pictures picked-up and stored with other prizes
- ___ Purchase any prizes needed to complete raffles, auctions, etc.
- ___ Complete prize listing
- ___ Complete donor cards
- ___ Number dots and mark all prizes according to prize category
- ___ Arrange credit card machine phone line
- ___ Prize signs or posters for raffle items completed
- ___ Write-In Auction cards prepared
- ___ Descriptions for live auction items written and included in the program (may want a separate set for the auctioneer that lists reserves, etc.)
- ___ Go over live auction prizes with Auctioneer if applicable
- ___ Prepare raffle ticket packets (place \$50 change in each envelope) - go over raffle ticket procedures with raffle sales coordinator
- ___ Make any extra raffle ticket packets that may be needed
- ___ Make labels for raffle ticket bowls
- ___ Receipts for auction items (silent and live) prepared
- ___ Gift certificates, if appropriate, attached to auction receipts
- ___ Master of ceremonies sheet
- ___ Table prizes distributed in dining area
- ___ Programs, placemats, any individual prizes distributed in dining area
- ___ Table reservation signs distributed on tables
- ___ Prizes distributed and displayed on table
- ___ Registration area set up
- ___ Money Table prepared
- ___ Raffle ticket sellers advised of duties
- ___ Auction assistants arranged and advised of procedures
- ___ Arrangements made for the “sponsors’ gun drawing”