

INTER-COUNTY RIFLE LEAGUE BANQUET GUIDELINES

Every year a team within the Inter-County Rifle League hosts the Annual Awards Banquet. This is done on a rotation basis of the teams as set forth by the League.

These guidelines have been set forth to help the host team prepare for the Banquet.

1) Items to address far in advance of the actual Banquet

- A) Find a facility which will accommodate the needs for the Banquet. (Sitting capacity up to 100, sound system and setup for head table(s). Since the Banquet is scheduled in spring months you will be competing with wedding parties, bridal parties, graduation parties, etc.) **Start Early!**
- B) Entertainment – As listed above, entertainment will be requested by the same groups that are organizing their celebrations.

2) Items to address closer to the date of the Banquet

- A) Meet with the facility manager you are working with and confirm the date of Banquet, establish the menu and cost per person for the event. Adult and Children's pricing.
- B) Order the awards for the Banquet. (Outdoor and Indoor) The League Secretary will give you a list of the awards needed.
- C) Contact leaders from all the teams in the League and give them the information for the Banquet. (Tickets, directions, pricing and a RSVP date)
- D) Confirm the entertainment.
- E) Decide if there will be door prizes and/or flowers given and if so let the other teams in the League know in case they would like to donate something.
- F) Get a check from the League Treasurer that is an established price set forth by the league. (The hosting team decides the spending of this money)
- G) Get a firm count back from each team and contact the facility with this count. You may want to add up to five additional place settings for any late comers.
- H) Printing of Banquet Program – The Program should show the Host Team and the itinerary for the evening. (Pledge of Allegiance, Invocation, Dinner, Entertainment, Awards Presentation and Teams represented.)

3) Day of Banquet

- A) Arrive at Banquet Facility early enough to meet with facility manager to inspect the table layout, head table set-up, how the meal is to be served, is there a flag in the room and set-up the awards table.
- B) Put any arrangements on the tables and do any decorating you may want.
- C) Station a team member at the door to collect tickets and answer any questions about the evening.
- D) Have the MC for the evening keep things moving on a timely agenda.
(Remember some people attending have a long trip to get home)

Please feel free to add to these Guidelines for your Banquet.... They were only established for a helpful tool.

Good Luck!