PAL-MAC SOCCER BOOSTER CLUB

Annual Sports Banquet Committee Guide

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Intro

Parents of senior players organize the annual soccer banquets and all parents of seniors should be involved in the organization of the banquet.

- One parent or pair of parents should be selected as chairperson[s] for the group.
- The location, date, menu, decorations, cost per attendee and gifts for senior players are all decided by the parents.
- The Soccer Booster Club and Coaches should be consulted regarding the actual content of the program.
- Varsity coaches will decide whether a guest speaker is wanted or required.
- Banquet dates should be cleared with Varsity Coaches due to possible conflicts with sectional games and select senior games.
- It is very important that the J.V. and Varsity coaches both have the selected date available.

Guidelines for Planning a Banquet

1. Try to have the banquet at a local restaurant or organization, i.e. Lorri's Secret Garden, Moose or Lions Clubs, whenever possible. A starting figure for preliminary discussions is approximately 100 people will attend the banquet.
2. All Junior Varsity and Varsity players, parents, family members, friends and members of the Pal-Mac community are welcome to attend the banquet.
3. The committee should send invitation to the following people:
    a. JV & Varsity Coaches' and spouse or guest of coaches
    b. All JV & Varsity Asst. Coaches
    c. Pal-Mac Superintendent of Schools
    d. Pal-Mac Director of Athletics
    e. Friends of Soccer Recipient, the Booster Club will invite this person(s).
    f. Athletic Trainer

Note: If there is a guest speaker, the Booster Club will pay for their dinner. The Booster Club will cover dinners for any player in need of financial assistance.

4. The Booster Club will provide up to $100.00 per banquet for flowers, decorations and a cake. Many committees have had a parent or family member make the cake. Make sure the restaurant will allow this to be done.
5. The cost of the senior players' dinners is not to be included in the price of everyone's meal cost. The senior players and their families are expected to pay their equal share of the cost of the banquet.
6. 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.
7. The banquet organizers may solicit door prizes from local merchants and friends of the soccer program if they want to offer them during the banquet. This is optional and not a required component of the annual banquet. We encourage a listing be made of these donors so as to have people thank them the next time they shop at their establishment.
8. The Booster Club will provide all required trophies and plaques as directed by the coaches. This is arranged directly by the Booster Club and coaches.
9. The head table will include all coaches and their guest(s), Booster Club representative and guest, Director of Athletics and guest, Superintendent of Schools and guest, and any invited speaker and guest.
10. The Varsity coach is responsible for developing a written program or booklet for the Varsity and Junior Varsity players. The Booster Club will cover production costs associated with this program. The organizers are not responsible for coordinating this project.
11. 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. All collected money should be given to the Booster Club Treasurer. The club's treasurer will provide you with a Booster Club check to pay the restaurant cost. The treasurer will require all original receipts. This relates only to expenses the Booster Club is required to reimburse the committee for or any expense where a Booster Club check is used.

12. The Booster Club does not look at the banquets as a fund raising event. Please keep the cost of the banquets to a reasonable level. Many players may have family members in addition to their parents that may want to attend. Any money collected that exceeds the costs associated with the banquet is added to the Booster Club's general fund for future needs of our soccer players. Extra money collected will not be returned.
13. Please remember that the banquet is considered a school event. There is to be no smoking or alcohol beverages served during the time the banquet is in process. Please inform any restaurant you contact of this fact.
14. The following is a list of all people who should be invited and whether the Booster Club will pay for their dinner.

The Booster club's philosophy is that all players, parents, family members, friends and the entire Pal-Mac community are welcome to attend our banquets. Everyone attending should RSVP to the banquet committee, at least 10 days before the banquet, with numbers attending. In addition to players, families of players and coaches the following should receive an invitation to the banquet.

Additional Invitees:

Superintendent of Schools, Athletic Director, Athletic Trainer, Jim Depuy and Terry "Doc" Rising.

Who Pays – Who is Paid for by the Booster Club

The following list indicates who pays for their own meals and what meals the booster club will pay for at banquets. Please remember to include on invitations for people that the booster club is paying for that they are our guest and that the Booster Club pays for their meals.

Attendee	Payment Info
All Junior Varsity & Varsity Players	• All players pay for the banquet. • Booster Club and family members will pay for any player in need of financial assistance.
JV, Varsity Coaches & Asst. Coaches	• Booster Club pays for all Coaches and one guest for each.
Guest Speaker (if Varsity coach wants one)	• Booster Club pays for meal • We do not pay a speaker's fee.
Ball boys / girls & team managers.	• Booster Club will pay if they have helped for the entire year.
Pal-Mac Superintendent of Schools and guest	• Booster Club pays
Pal-Mac Athletic Director and guest	• Booster Club pays
Athletic Trainer	• Booster Club pays
Friend of Soccer Recipient and guest.	• Booster Club will extend invitation(s) and inform banquet committee how many will be attending • Booster Club pays for all meals.
Jim Depuy	• Booster Club pays
Terry "Doc" Rising	• Booster Club pays