

Banquet Night

Banquet Planning

Table Decorations

Friday Night Farewell Party

Banquet Planning

Activity: The Banquet is held Friday evening and is the final dinner together of the week.

Responsibilities: To make sure that the banquet runs smoothly and to select individuals to run various aspects of the banquet.

Off Island:

1. Review attached Banquet Programs and make/develop a tentative program for the Banquet
2. Choose and contact a Mistress/Master of Ceremonies and a Song Leader for the event.
3. If you are choosing songs to be sung at the Banquet that are not in the Island Song Book, make copies of the song sheets to bring to the island. People can share (about 150 copies needed).
4. Contact Chairs regarding the names of the: Conference minister, Grand March coordinators, and the Music Director to include their names in the program.

On Island:

1. Confirm with the Conference Minister regarding doing the Invocation after the Mistress/Master of Ceremonies has made the Opening Remarks/Welcome.
2. Coordinate with the Island Music Director regarding playing the piano, and the selection of songs to be sung by the conference from the Star Island Song Book.
3. Make Banquet table sign-up sheets so that people wishing to sit together can sign up for the same table. Count the number of tables in the dining room and alcove area. These tables seat 10 each. Be sure to include the Snack Bar Tables and count seats for each table (these are less than 10). The sign up-sheets should be put on the writing desk in the lobby by Wednesday morning and an announcement should be made to let people know of its existence.
4. Finalize the Banquet program (please see example below for program sequence) and make copies of the program in the Business Office on island. People can share (about 150 copies needed). On Friday afternoon, place the Banquet programs on each of the tables (about 5 on each table).

5. Give copies of program to Chairs, music director, host(ess), conference minister, and master/mistress of ceremonies, and to other speaking participants.

Current Banquet protocol is that the previous year's Chairs do the thank you for the current year's Chairs, the current year's Chairs re-introduce the next year's Chairs, and the next year's Chairs introduce the newly chosen following year's chairs!

6. Meet with host(ess) mostly to give a copy of the program but quickly run through the Banquet Activities in dining hall.

7. Obtain blue song books from front desk and put 3 or 4 on each table.

Follow Up Responsibilities: None

Total Cost: Cost of printing programs (can be put on conference bill, or receipts from off island can be given to the Treasurer for reimbursement)

Materials: Photocopies of program, and possible copies of music

Past Volunteers: Deb Weiner-Soule and Ben Soule, Barb and Bill Peterson, Tom and Patricia Coleman, Betsy and Joel Fredericks, Adam and Laura Osgood

Updated 2018

Example of past Banquet Program:

ALL STAR I BANQUET

Welcome (Mistress/Master of Ceremonies)

Invocation (Conference Minister)

Clap in Waitrae (Mistress/Master of Ceremonies)

Song: (Song Leader)

Dinner

Clap out the Cooks, Kitchies, Bakers, Dishwashers, Butter Cutters, and Waitrae (Mistress/Master of Ceremonies)

Thanks to Current Chairs (Done by previous year's chairs)

Thanks to the Speaker and Volunteer Staff (Done by current chairs)

Re-Introduction of the Next Year's Chairs (Done by the current chairs)

Introduction of the 2 Year's Ahead Chairs

(Done by the incoming chairs)

Farewell and Song:
Ceremonies/Song Leader)

(Mistress/Master of

In ____ minutes we will meet on the front lawn for the GRAND MARCH led by _____

Banquet Table Decorations

Activity: Table decorations are created by the conferees to place on each of the dining room tables for the Friday night banquet. Usually, the people who have reserved seats at a specific table make the table decoration for that table. Sign-up sheets for the table reservations are placed on the Writer's Desk in the Lobby on Wednesday. The table decoration sign-up sheet is put next to the reservation sheets on Wednesday.

Responsibilities: The person (people) responsible for this volunteer job creates the Table Decoration Sign-Up sheet with all of the table numbers in the dining room, alcove, and snack bar area. This sheet is put on the Writer's Desk in the lobby on Wednesday of the week. The coordinators create fun and thoughtful Table Decoration Certificates such as: Best Island Theme, Best use of Island Materials, Most Creative, Most Colorful etc. and leaves this award/certificate on each of the tables before Social Hour on Banquet night. Table decorations can be put on each of the tables after the waitrae have cleaned up and have set up for dinner on Friday afternoon.

Off Island:

1. Contact the other Table Decoration Volunteers and coordinate and divide up responsibilities.
2. Design, create and plan to bring the Table Decoration Certificates (Bring 36 just to be safe!)
3. Create a Table Decoration Sign-Up list to be filled in by participants on the island.

Make sign-up lines for at least 34 tables. Fill in the Table Numbers on island when you see the lay out of the Dining Room.

On Island:

1. Gather with the other Table Decoration Volunteers and create your certificate categories.
2. Fill out categories on the certificates.

3. On Wednesday of the week, place Table Decoration sign-up list on the Writing Desk in the Lobby.
4. On Friday afternoon, between 4:30 and 5:00 “judge” the table decorations on each dining room table and leave a certificate for the person who created it.

Follow Up Responsibilities: None

Total Cost: Cost of the Certificates (Please let the Conference Treasurer know the amount you Need for reimbursement).

Materials: Certificates for each of the “Table Winners”.

Past Volunteers: Jill Loewer, Carol, Holly, Chelsea Belcastro, Sherri Bossong

Updated 2018

Friday Night Farewell Party

Activity: After the incoming Chairs have completed evening Chapel on Friday Night, a Farewell Party is held up in Newton Centre for the Adults of the conference. Conferees will bring leftover snacks that they have brought to the island to donate to the party, and the Social Hour food person will let you know what food will be left over from Social Hour for the party as well. The Social Hour Beverages people will have ordered Beer for you, and leftover Wine will be made available.

Responsibilities: To plan for, to coordinate, to purchase some supplies, and to set-up for the party.

Off Island:

1. Purchase some non-alcoholic beverages, mixers, lemons and limes to bring out to the island.

(There may be some leftover non-alcoholic beverages from Social Hour that will be donated).

2. Purchase beverage/drink cups (paper if possible) for the party.
3. If desired, purchase tablecloths and napkins (one long table in the back room and one long table in the front room).

On Island:

1. On about Tuesday check in with the Food and Beverage people at Social Hour regarding what leftovers may be left for the party. If need be, let Conference Services know of any additional items that you will need by Wednesday night.
2. Speak with Conference Services and make sure that there will be ice available for the party.
3. After the Grand March, at about 9:00, begin setting up in Newton Centre for the party.
4. People will begin to arrive for the party after Chapel has ended.

Follow Up Responsibilities: The last people at the party are asked to straighten things up, and to remove or pour out any remaining alcohol.

Total Cost: Please contact the Conference Treasurer regarding re-imbusement for items purchased.

Materials: Cups, non-alcoholic beverages, lemons, limes, possibly some food items, napkins, and tablecloths.

Past Volunteers: Gabby Trudeau, Jenny Easter Nelson, Joel and Betsy Fredericks, Bob and Leanne Frye

Updated 2018