



## **Playbook: Annual Banquet**

Created: 08/15/23

Revised: 03/02/24

### **Purpose of the Event**

This is one of the premier member events of the year and wraps up the season of garden tours as we transition indoors for meeting and guest speakers. It is a social event which includes a “special” plant auction.

### **Timing**

The annual banquet is held the first Thursday of October.

### **Event Details**

#### **January:**

Sign Up Genius with Banquet Volunteer opportunities will be circulated to all members and results reviewed by the Program Committee (PC). The PC will notify the Banquet Chair(s) by the end of January who has signed up to help. Banquet Chairs may wish to contact the Membership Chair for the current GRPS directory.

- **The first order of business is to determine a location for the Banquet.**
- **Banquet Chair(s): Contact the GRPS Treasurer to review the Banquet budget. Contact GRPS members who signed up to help with the Banquet and ask for their suggestions for Banquet locations.**
- **Obtain the Banquet Google Doc Sheet for history of banquet locations and other pertinent information.**

#### **April - July:**

Plan on-site visits to Banquet locations. Have a food tasting with several committee members. Once a Banquet site and caterer (if separate from Banquet site) are determined, location and menu must be presented to the Executive Board (EB) for their review and approval. Options for bar service should be discussed with the EB. Typically, and if allowed by the site, an “anniversary” cake from an outside source is provided by GRPS. Once approved, contract (s) may be signed.

#### **July:**

Finalize the budget and determine the Banquet cost per person. Review with the EB, including Treasurer.

#### **August:**

- Design Banquet Invitation form as well as a timeline of events for the evening.



Greater Rochester  
Perennial Society

- See Google Doc Sheet for several past invitations and schedule of events.
- The invitation and schedule of events will be mailed out by the Newsletter Editor.

### **September:**

- Contact the Newsletter Editor to email invitations and schedule of events. Use a registration deadline that is at least 5 days before the count needed by the facility/caterer.
- Banquet Chair (s) need to submit the final count in a timely manner.

### **Volunteers Needed**

A substantial number of volunteers are needed to prepare for the banquet. The estimated number of volunteers is 15 to 25, which will vary depending on venue location. **Let us remember: many hands make light work!**

### **Banquet Committee Chair: this position may be shared between several members.**

- Decorating: (minimum four)
- Sign-in Table: (minimum three) This includes the Treasurer and Membership Chair.
- Place Setting Contest (if applicable) :(minimum two) Members will pick up a form to vote at the check-in table and vote for their favorite place setting. Volunteers will count the ballots.
- 50/50 Raffle: (minimum four) Solicit membership throughout the event to buy raffle tickets. The GRPS Treasurer will bring cash.
- Banquet Favors: (minimum two) Choose a deer resistant bulb or plant. Provide the favor selection to the Banquet Chair(s) and Executive Board for approval. Order the bulbs in bulk and verify delivery before the banquet date. Determine how many bulbs everyone gets and bag up accordingly. The bulb size determines how many (count) each member gets. Leftover favors can be auctioned off at Plant Auction OR offered to Banquet volunteers.
- Plant Auction: Determine with the Executive Board if plants are to be purchased, donated or a combination of the two. Auctioneer: (one) Auction runner: (minimum three). The Runners record winning bids for the Treasurer and deliver the plants.

Set-up and Clean-up: if needed, depending on Banquet location: (minimum 8)

### **Additional Resources**

A **Detail Sheet** has been created for each GRPS event with specific helpful details.

The Chairperson will need to contact the GRPS Secretary for the Detail Sheet.

The Chairperson must update the Detail Sheet with requested information, review the Playbook and advise the Program Committee if changes to the Playbook are needed. The GRPS Secretary maintains the Detail Sheet and Playbook.