# **Banquet Notes 2019**

Sunday November 17, 2019. Osthoff Palm Garden Ballroom. Open for set-up at 4:00 Registration at 5:30, dinner at 6:00. Put Panther flag outside by door

Contact: Jason Schnicke, Manager. Phone 876-5820, Fax 876-2249, ​jschnicke@osthoff.com

$16 per person, includes tips and all fees. Players, coaches and trainers and their families, statisticians/cameramen and waterboys are covered by booster club. Soda available for purchase $1

**10-12 months prior** = Reserve Osthoff banquet hall

**8 weeks prior** = confirm reservation, room assignment

**6 weeks prior** = Verify rosters. Email invites to all players. Put invite on website. Choose menu. Banquet committee meets to prepare hardcopy invites, envelopes with label with PO address for easy mail back (not stamped). Write each player’s name on envelope to ensure all get handed out.

**5 weeks prior** = hand out invitations at spaghetti dinner

**2 weeks prior** = Banquet committee meets to review rsvp’s and call those who haven’t responded.

**1 week prior** = Give head count to Jason Schnicke

Payment made to Osthoff by treasurer on the night of banquet after final head count.

Decorating -- Tables: Vases with flowers (one for each coach’s wife), black/orange helium balloons, candy, Reserved tables for coaches and teams. Put senior’s jerseys over chairs in front of room.

Door Prizes -- Every paying attendee gets a raffle ticket (except board members).

Raffle items: Gift cards (3 x $25), stadium chair, umbrella, baseball hat, stocking hat, shirt. Arrange on table in front of ballroom

Name tags pre-printed for all attendees with player’s name and number. Paper clip raffle tickets to family name tags. Family picks them up at registration table in hallway, organized by class, at least two people manning table.

Senior Gifts: Tie blankets (wrap in 24x30 clear cello bags) and season highlight flash drive (Coach will bring). Arrange by number on table in the front of ballroom.

Coach/assistants gifts:

$75 gift card for coaches and trainers.

$100 gas cards for Tauschek and Adams.

$200 gas card for Kevin Friederichs

Tyler Luedke paid $100 per game, Dan Knaus takes care of check.

Enclose in Thank You cards, a couple of seniors hand them out. Coach Knaus will get them to those who can’t attend banquet.

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| Coaches | Trainers | Stat/camera/video |
| Dan Knaus | Yoshi Ono | Tyler Luedtke |
| Jim Beaver | Alex Grahn | Kevin Friederichs |
| Pat Brunet |  | Andy Tauschek |
| Gale Garhn  Tyler Gruett  Dan Mella  Jeremy Ross  Erik West  Brett Young  Andrew Crivellone  Jordan Mueller |  | Mitch Adams |

Banquet Committee: Kristin Nytes, Heather Steinhardt, Amy Luedtke, Carrie Krahn, Anne Troka, Jess Mella, Amy Jo Ladwig

# Supplies/Duties

Check banquet tub for supplies, buy what’s lacking: balloons and weights, ribbons, envelopes,

paperclips, markers, raffle tickets, tape, cello bags, thank you cards - Kristin

Reserve venue, communicate with Jason Schnicke regarding details - Kristin

Verify rosters - Kristin

Print return PO Box address labels - Kristin

Design, print, e-mail, website invites - Kristin, Jess, Anne, Amy

Hand out invites at spaghetti dinner - Christa and Amy Jo

Purchase Gift cards and write Thank You cards - Anne

Raffle Prizes - Kristin will get spirit wear, Anne will get restaurant gift cards ($25 x 3)

Flowers and vases - Heather

Candy - Carrie

Helium balloons - Jess

Collect checks and registrations, spreadsheet rsvp and pymts - Kristin

Print name tag stickers - Heather

Raffle tix on name tags - all, before banquet

Work Registration Table - Amy Jo and Stacy Miller

BE SURE TO SAVE RECEIPTS