

Helpful Hints for Planning a Sportsmen's Banquet
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- 1) **Secure a Keynote Speaker** - Someone with a professional background, Athlete, Nascar, Coach, Fisherman, Hunter, etc. Contact the speaker and give them several dates to choose.

- 2) **Secure A Date and Location** - A week night offers less conflicts than a Sat. It is easier to get a person to come straight from work to an event than compete with Sat. Activities. Many people are hunting and fishing on Sat. Community Centers, High School Cafeteria, Armory are all good locations.

- 3) **Charge Admission** - Cost should be around \$10.00. The fee covers food cost, building rental & clean up, speaker fee and travel expenses. It's hard to eat breakfast at Waffle House for under \$7.00.

- 4) **Sell/Sponsor Tables** - **This is one of the most important thing to do.** If people buy a table they will have ownership, peer pressure to bring people and accountability to fill up the table. Put their name on a sign at the table. Try to sell tables at places other than church, sporting good stores, etc.

- 5) **Music** - It is a good idea to have some background music to help people relax, (Blue Grass Instrumental or good pickin' music). If music is part of the program have it while the people are in line or eating. That way it will not add to much time to the event. Remember you are trying to reach lost people so they will not know church songs.

- 6) **Follow Up Committee** - Have a team of men who will be able to visit within one week of the banquet for people who make decision that nigh. Mail out packets to people who want more info about your church.

- 7) **Decision Cards** - Place cards and pencils at every chair for people to fill out, (**each person needs their own pencil, this small point gets forgotten at most banquets**). The decision card should be two sided. Front - Name, Address, Phone, Age, E-mail address. Back (keep it simple) Tonight I prayed to receive Christ, Tonight I recommitted my life to Christ, I would like more info about this church, I attend _____ Church.

Use the decision card to draw for door prizes so you are insured to get every card in the room.

(Over)

8) **Secure Good Door Prizes** - Guided fishing trips, gift certificates, hunting supplies, meals, tools, golf items, etc.

9) **Committees** - Prayer, food preparation, food servers, setup, cleanup, door prizes, sound system, photography, entertainment, displays, greeters, follow-up, food leftover disposal.

10) **Food** - All Sunday school classes to bring food and desserts. Contact Shaun Daugherty of US FoodService to order specialty items (buffalo, alligator, rattlesnake, etc.) (404)531-1828 Pager. Order food two weeks before event and have shipped to banquet two days before event to allow for thawing.

11) **Serving Lines** - You will need one line for every 75 people. Have server for each food item. This will cause the line to go faster and people will not take too much food. Position drink stations throughout the room not in a corner, allow space for people to enter and exit so the line does not back up. Soft drinks are the easiest to distribute during the serving. Locate desserts away from main serving line.

12) **Guests**- Invite local game wardens, boat dealers, taxidermist, hunting & fishing store owners, police officers, firemen, etc.