End-of-season banquet planning kit

A head start for your booster club. Take what's useful and change the rest.

Timeline

6 weeks out

- [ ] Pick a date with the coaches
- [ ] Book the space
  Cafeteria, gym, or a hall. Ask about tables, the sound system, and cleanup.
- [ ] Set the budget and ticket price
  Decide whether athletes eat free.
- [ ] Choose catering or a potluck

4 to 5 weeks out

- [ ] Ask coaches which awards they'll give
- [ ] Order trophies, plaques, or certificates
  Leave time for engraving.
- [ ] Collect photos for the season slideshow
  Ask families to share photos, and check with them before posting any online.
- [ ] Send invitations and ticket details to families
- [ ] Share the volunteer signup link

2 to 3 weeks out

- [ ] Plan the program and who speaks
- [ ] Get the final headcount and order food
- [ ] Build the slideshow

The final week

- [ ] Buy decorations and table supplies
- [ ] Test the slideshow and microphone in the space
- [ ] Pick up the awards and check every name
  Check names and spellings with the coaches.

Banquet night

- [ ] Set up tables and decorations

After the banquet

- [ ] Thank volunteers, coaches, and the venue
- [ ] Record receipts and reimburse anyone who paid
- [ ] Share the slideshow with team families
- [ ] Write down what to change next year
  A few quick notes while it's fresh can save next season's booster club a lot of time.

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Decorating Crew Set tables and decorate in team colors.	3:30 PM to 5:30 PM	4
Check-In Table Welcome families and check tickets.	5:30 PM to 6:30 PM	2
Food Service Serve food and keep the buffet stocked.	6:00 PM to 7:00 PM	4
Slideshow and Sound Run the slideshow and the microphone.	5:30 PM to 8:30 PM	1
Awards Table Keep the awards in order and hand them to the coaches.	6:30 PM to 8:00 PM	2
Cleanup Crew Clear tables, pack up decorations, and leave the space clean.	8:15 PM to 9:30 PM	5

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Food or catering	$800	
Trophies and awards	$400	
Venue rental	$200	
Decorations	$100	
Printed programs and name cards	$30	
Total	**$1,530**	

Shopping list

Party store

- [ ] Table decorations in team colors
- [ ] Tablecloths
- [ ] Balloons

Warehouse club

- [ ] Drinks and water
- [ ] Plates, cups, and utensils
- [ ] Napkins

Office supply or print shop

- [ ] Award certificates
- [ ] Name cards
- [ ] Programs
- [ ] Tape and scissors

Easy things to overlook

Every athlete recognized
A certificate or a mention for everyone, not just the top awards, makes the night matter to every family.

Name spellings
Checking names with the coaches before engraving saves a reorder.

Photos in the slideshow
Asking families before sharing photos online keeps the slideshow a happy surprise.

Testing the sound
A quick test in the room makes sure the speeches and slideshow can be heard.

Keeping it short
A program that moves along keeps families there through the last award.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.