Meet the team night planning kit

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

Timeline

2 to 3 weeks out

- [ ] Pick a date with the coaches and athletic director
- [ ] Reserve the gym or field
- [ ] Decide on a cookout, concessions, or potluck
- [ ] Plan the introductions and who speaks
  Short welcomes from coaches, then every athlete by name, keeps the night moving.
- [ ] Share the volunteer signup link
- [ ] Invite families and post it online
- [ ] Get rosters, with name pronunciations, from the coaches

The final week

- [ ] Prepare the booster club table
  Membership, volunteer sign-ups, spirit wear, and the season's fundraisers.
- [ ] Follow up on empty volunteer spots
- [ ] Buy food and decorations
- [ ] Print rosters and season schedules
- [ ] Test the microphone and music

The night

- [ ] Set up tables, signs, and the sound system

After the night

- [ ] Thank volunteers, coaches, and staff
- [ ] Follow up with new members and volunteers
- [ ] Record receipts and reimburse helpers
- [ ] Write down what to change next season
  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, for a school of 600–1,000 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Crew Set up tables, decorations, and signs.	4:30 PM to 6:00 PM	5
Check-In Table Welcome families and hand out rosters and schedules.	5:30 PM to 6:30 PM	3

Spot	When	People
Booster Club Table Share membership, volunteer sign-ups, and spirit wear.	5:45 PM to 7:30 PM	2
Food Service Grill or serve food and keep the line moving.	6:00 PM to 7:30 PM	4
Announcer and Sound Run the microphone and music, and read the introductions.	5:30 PM to 8:00 PM	1
Cleanup Crew Pack up and leave the space clean.	7:45 PM to 8:45 PM	5

Sample budget

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

Item	Example	Our budget
Food and drinks	$300	
Printed rosters and schedules	$60	
Decorations and balloons	$60	
Total	**$420**	

Shopping list

Warehouse club

- [ ] Hot dogs or burgers and buns
- [ ] Drinks and water
- [ ] Plates, cups, and napkins

Party store

- [ ] Balloons in team colors
- [ ] Tablecloths

Office supply store

- [ ] Roster and schedule paper
- [ ] Name tags
- [ ] Clipboards for sign-ups

Easy things to overlook

Name pronunciations
Asking each athlete how to say their name means every introduction lands right.

Every team included
JV and freshman teams love to be introduced as much as varsity does.

A sign-up while families are there
The booster club table is often the easiest place to find this season's volunteers.

Keeping it short
Brief welcomes keep the focus on the athletes and get everyone to the food.

Allergies at the cookout
Labels on each dish help families with allergies enjoy the night.

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.