Team dinner planning kit

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

Timeline

2 to 3 weeks out

- [ ] Pick the night with the coach
  Often the night before a game. Ask what time practice ends.
- [ ] Find a host family or a space
- [ ] Get the player count and any dietary needs from the coach
  The coach can share needs without naming players, like two vegetarian meals.
- [ ] Choose the menu
  Pasta, tacos, or a sandwich bar feed a team without much fuss.

The final week

- [ ] Share the food and help sign-up
- [ ] Decide whether families chip in or the booster club covers it
- [ ] Confirm who brings each dish
- [ ] Send players and families the time and place
- [ ] Buy plates, drinks, and anything not covered

Dinner night

- [ ] Set up the serving line

After the dinner

- [ ] Thank the host and the cooks
- [ ] Record receipts and reimburse anyone who paid
- [ ] Write down what to change next time

Volunteer spots

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

Spot	When	People
Main Dish Cooks Make and drop off a main dish.	5:30 PM to 6:00 PM	3
Sides and Salad Make and drop off a side or salad.	5:30 PM to 6:00 PM	3
Desserts and Drinks Bring dessert or drinks for the team.	5:30 PM to 6:00 PM	2
Serving Line Set out food and keep the line moving.	5:45 PM to 7:00 PM	2

Spot	When	People
Cleanup Crew Pack up leftovers and leave the space clean.	7:00 PM to 7:45 PM	2

Sample budget

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

Item	Example	Our budget
Food beyond donations	$100	
Drinks and water	$30	
Plates, cups, and utensils	$25	
Total	**$155**	

Shopping list

Warehouse club

- [ ] Bottled water and sports drinks
- [ ] Plates, cups, and utensils
- [ ] Napkins

Grocery store

- [ ] Bread and sides
- [ ] Fruit
- [ ] Ice

Party store

- [ ] Tablecloths in team colors

Easy things to overlook

Dietary needs without names
The coach can tell you what's needed, like two vegetarian meals, without singling anyone out.

Enough food
Teams eat more than you'd think. Planning a little extra means no one goes without.

When practice ends
Dinner that's ready when athletes walk in keeps the night short for everyone.

Rotating hosts
Sharing the hosting across families spreads the work over a season.

Cleanup
Listing cleanup as its own spot means the host isn't left with it.

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.