

BANQUET CHAIR

Responsible for planning all aspects of banquet functions held at the Specialty, including but not limited to the Judges' Dinner (required), the Welcome Reception and banquet held in conjunction with Annual Meeting & Awards (optional).

Qualifications

- Good planning and organizational skills.
- Ability to supervise people and delegate tasks.
- Helpful if attended at least one previous BMDCA National Specialty.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

Time Commitment

This is at least a one-year assignment, with moderately busy periods occurring at first to identify menu options, table favors and decorations, and at two months out finalizing counts and ordering favors. Moderate volume of activity on the day of functions ensuring each room is properly set-up and decorated. There is also a two-week period after the Specialty when letters of appreciation should be sent

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Banquets, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Contact the Show Chair to identify potential time slots in the schedule for banquet functions.
- Obtain copies of hotel contract and banquet menus. Make note of any deadlines.
- Work with Show Chair to develop the preliminary budget.
- Begin planning general banquet arrangements.
- Think of ideas for table favors and centerpieces. Begin gathering samples/prices.

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.

~Six Months Prior to the Specialty

- Finalize specific banquet arrangements, including but not limited to menus, ticket prices, favors, decorations and other expenses. Update budget accordingly.
- Submit banquet information for inclusion in the planning booklet and Specialty website by prescribed deadlines.
- Complete BEOs with hotel.

Two Months before the Specialty

- Process entries and payments in a timely fashion (if chair accepts own). **All payments should be forwarded to Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)
- Coordinate with the BMDCA President and Awards chairperson to create a schedule for the General Meeting and Awards Banquet (if meeting/awards held in conjunction with banquet).
- Order favors upon close of registration off actual counts + 10% to account for breakage. Confirm “ship to” address information with Hotel Liaison.
- Recruit volunteers to assist with decorating rooms, taking tickets at the door, etc.

At Least One Month Prior to the Specialty

- Finalize counts and submit request for a deposit (if required per contract terms).
- Print banquet programs (if offered).
- Coordinate printing of banquet tickets for registration packets with Registration Chair. Schedule a get together in advance of the Specialty to stuff registration materials, finish decorations, etc.
- Recruit committee and stuff registration materials.

At Least Two Weeks Prior to the Specialty

- Perform quality control on all favors to ensure order is correct/complete. Devise a plan to transport favors, decorations, registration lists, extra meal tickets, etc. to the Specialty.
- Confirm with Show Chair the use of lockable storage for favors.
- Reconfirm volunteers.

Week of the Specialty

- Accommodate any last minute dinner requests ***provided*** A. the catering manager will accept increases (typically 24 hour notice required) and B. you have an adequate number of table favors to provide one to each registered guest.
- Ask Judges’ Hospitality Chair to confirm with Best of Breed Judge whether he/she has any preference of guests to invite to sit at his/her table at the Judges Dinner. Notify invited guests as appropriate.

Day of Each Function

- Arrive ***at least*** two hours early to ensure room/facility is properly set-up, A/C working, etc.
- **Ensure registration lists/extra tickets are available at the door, especially for Welcome Reception. Individuals may not have had time to pick-up registration packet(s)/lost tickets.**
- Assist/oversee set-up and decorating efforts. Ensure an adequate number of tables are reserved as required for the Judges Dinner.
- Oversee banquet operations. Troubleshoot problems as needed.

Within Two Weeks of the Specialty

- Send thank you notes to volunteers.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Welcome Reception (if offered): entry fee, favor
2. Annual Meeting & Awards Dinner (if offered): entry fee, meal choices, favor
3. Judges Dinner: entry fee, meal choices, favor.