Banquet Coordinator

Primary role

The Banquet Coordinator plans and oversees all aspects of the team's end-of-season banquet, including venue selection, budgeting, logistics, and program coordination. This role leads a volunteer committee, collaborates with board members and coaches, and ensures awards, senior recognition, and event details are thoughtfully executed. The Banquet Coordinator provides regular updates to the Board to ensure a well-organized and celebratory event.

Responsibilities

Planning and leadership:

- Recruit, assemble, and lead a banquet volunteer committee; schedule and facilitate planning meetings.
- Coordinate volunteer sign-ups with Communications Coordinator.
- Develop and manage a banquet planning timeline to ensure all tasks are completed on schedule.

Venue and logistics:

- Research, secure, and reserve the banquet venue, including adequate time for setup and teardown.
- Oversee event layout, setup, décor, audiovisual needs, and teardown logistics.
- Plan and coordinate banquet decorations and overall event theme.

Budget and financial coordination:

- Develop a proposed banquet budget and present it to the Board for approval.
- Coordinate and delegate purchases; ensure receipts are collected and submitted for reimbursement in accordance with board procedures.
- Track banquet-related expenses and provide updates as needed.

Sponsorship and donations:

- Collaborate with the Fundraiser Lead to secure community partnerships, food donations, and raffle items.
- Coordinate procurement and organization of raffle items if applicable.

Program and recognition:

- Coordinate the banquet program in collaboration with coaches and board members.
- Ensure inclusion and preparation of awards, senior recognition, and senior gifts.
- Oversee ordering, preparation, and distribution of senior gifts.

Communication and reporting:

- Provide event updates and key information to the Communications Coordinator for promotion and attendee information.
- Deliver periodic progress updates to the Board leading up to the event.