



## **ANNUAL BANQUET MANAGER**

**Reports to:** Program Group Director

### **Job Overview:**

The Annual Banquet Organizer is responsible for ensuring the smooth running of the Annual Awards Banquet and Ceremonies. This includes organizing the venue, ticket selling, program for the evening, and trophy awards. Most of the work is required in the month of May, with some planning and organization needed in the run-up months.

**NOTE:** The current manager would like to work with an assistant this year who would take over this position next year.

### **Responsibilities and Duties:**

- Recruit and meet with volunteers to help with tasks: MC, photographer, Trophy Wranglers, sound system, ticket sellers, etc.
- Organize venue – book, plan meal, print and sell tickets, promote banquet at meetings
- Determine program for evening and ensure that it is ready
- Create Trophy Show - Interact with Competitions Chair to obtain images for Trophy Awards Show and put into Powerpoint template
- Ensure other presentations are ready: e.g. flower competitions, TDCCC winners, winning images for year or speaker
- Ensure Trophies are engraved and Certificates are printed to hand out
- Make sure that banquet runs smoothly: create agenda, check venue, interact with MC, run awards shows, handle details

### **Skills Required:**

Good organizational skills, some experience with event organizing.

Comfortable addressing club to promote banquet, recruit volunteers and interact with executive members.

Power Point and Proshow experience, or willing to learn.