

BLUE & GOLD BANQUET

TIME TABLE FOR PLANNING

<u>4 months</u> in advance	Select Blue & Gold committee Monthly committee meeting Outline responsibilities of committee Set date, Time, Place Secure Facility Select theme Council theme: corresponds with day camp theme. Inform dens of food, supply responsibilities
<u>3 months</u> in advance	Dens start working on decorations Confirm site reservations Plan the program, estimate awards Monthly committee meeting and reports
<u>2 months</u> in advance	Prepare the Guest list Confirm site reservations Plan the program Check on den progress Monthly committee meeting and reports
<u>1 month</u> in advance	Confirm site reservations Collect Dens guest invitations Mail Guest invitations Check on den progress Monthly committee meeting and reports
<u>2 weeks</u> in advance	Turn in all awards Check on den progress Check on all R.S.V.P.'s Confirm <u>AGAIN</u> : facility and supplies Print programs and song sheets Monthly committee meeting and reports
<u>Banquet Day</u>	Early PM - Set-up Scheduled time - THIS IS IT! HAVE FUN! Remember to thank the banquet helpers Late PM - Clean-up
<u>After the Banquet</u>	Mail Thank You notes Finalize budget Last committee meeting - Evaluation Collect all subcommittee reports Form notebook for pack reports