

MBA Banquet Checklist and Agenda

24 Months Prior to Event

Have speakers identified and booked if possible for two years in advance

- If speaker will not commit to book that far out, identify multiple options
 - o 2017 – Cameron Hanes, Tom Mirandah
 - o 2018 – Jim Shockey

9-12 Months Prior to Event:

Solicit big sponsors to get in their budget for the following year (BassPro, Cabelas, Mathews, Elite, PSE, Bowtech, Hoyt, etc).

Discuss possible speakers and prioritize preference

Discuss banquet location (town and possible venues available)

6-12 Months Prior to Event:

Finalize date of event

Secure guest speaker

Secure venue and pay deposit if required (May consider booking contract to avoid double booking conflicts)

Advertise the event in the next MBA newsletter

Begin securing live auction items (past hunt sponsors, contact new outfitters that may donate a hunt (deer, elk, turkey, pronghorn, bowfishing, etc.)

3-6 Months Prior to Event:

Advertise the event in the next MBA Newsletter

Request member harvest photos for the Powerpoint Slideshow in the next MBA Newsletter

Start soliciting outdoor manufactures with Mississippi ties (Primos, Millennium, Mossy Oak, etc.)

2-3 Months Prior to Event:

Start soliciting potential sponsors (area directors should target local sporting goods/archery shops that they have a relationship with)

Print Advertising Posters for the Banquet (when businesses allow display of the poster is a good time to request consideration for sponsorship)

(General Admission \$50 / \$65 Couple / \$15 Additional Kids / \$15 Life Members)

Hats/T-shirts/MBA Stickers – Make sure we have sufficient supply of each

Secure Photographer

Secure Auctioneer

Reminder for Members photos on website and Facebook and in the MBA Newsletter

2 Months Prior to Event:

SPONSORS! SPONSORS! SPONSORS!

Secure 2-3 Ticket Girls (offer \$150/girl bonus if they can make \$5,000 in combined sales)

Print Banquet Tickets for distribution to Area Directors for Pre-sale (need to establish good ticket protocol for admission)

Begin Banquet planning conference calls every other week
Begin assembling New Members packets
Final Newsletter (Nothing but Banquet)
Reminder for Members photos on website and Facebook

Month Prior to Event: (Divide and Conquer)

Now is the time to start dividing up the specific remaining tasks and assigning them to banquet committee members

Begin weekly Banquet planning conference calls
Confirm that there are no problems with the speaker, schedule flights/rental car if required.
Book hotel for Speaker
Confirm live auction/hunt sponsors
Order drink cups (if supply is low) – Have alcohol stamps or bracelets and check age protocol – Require draft beer to be bottomless cups
Verify Square is working and linked to MBA Acct. (All directors, ticket girls, drink stations need squares)
Reminder for Members photos on website and Facebook

2 Weeks Prior to Event:

Last Chance Sponsors – Hit up the one's that would "Think about it"
Print Membership registration forms specific to the Banquet
Print General Raffle Tickets (3x anticipated attendance)
Begin gathering any outstanding Product Sponsor merchandise
Design and print program with live auction list
Shopping List (4 different Card decks, 5 colored buckets, Pens, rolls of raffle tickets, etc.)
Verify anticipated attendance with venue/caterer for sufficient seating and food
Verify liquor supplier, quantity and keg availability
Reminder for Members photos on website and Facebook

1 Week Prior to Event:

Verify PA system and arrange an alternate in case of problems should have a bull horn for back-up
Verify Projection system with sound for Speaker Presentation
Print Sponsor Table Displays
Print Hunt Description Displays (include items without tangible product, such as shoulder mounts)
Print Live Auction Cards (Item description with blanks for Bid Price, Name, Cell Number, and Signature)
Print Silent Auction Sheets (20-25)
Print Table Displays for Sponsor, General Admission and Registration Tables
Print Merchandise Table Price List (Hats, T-shirts, Bottomless cups with price)
Starter Cash (Lots of 10's)
Cash Drawer and Money Bags
MBA Table Cloths and Banner
Itemize prizes and group into A, B and C categories, Live Auction, Silent Auction, etc.
Designate prizes for Treasure Chest, Admission Raffle, Cup Raffle, Kids Raffle, and Life Member Raffle

Assemble Sponsor Packets
Put together Members Harvest Slide Show

Banquet Day!!!

Setup:

Volunteers arrive at Lunch
Verify PA and Projection Systems (get backup if required)
5 Tables at the Front Door (Sponsor, Gen Admission, Registration x2 and Merchandise)
3 Tables for Gen Raffle Items (A, B and C)
1 Table for Live Auction Hunt Displays and Live Auction Merchandise
3-4 Tables for Silent Auction Items (Bid Sheet and Pen for each item)
Sponsor tables with sufficient seating for sponsors attending (Sponsor Table Displays)
MBA Bottomless Cups – For Sale at Merchandise Table
Kids Area if we have room during Social Hour

Agenda:

12:00 – 4:30	Setup
4:30 – 4:45	Ticket Girl Orientation Begin Member Harvest Slide Show
4:45 – 5:30	Registration for early arrivals
5:30 – 6:30	Social Hour Announce Bottomless Cup is also a Raffle Continue Registration (Admission Raffle Ticket exchange for Registration) Sponsor Registration / Raffle (tear card and drop in bucket upon arrival) Treasure Chest Card sales (pull raffle when the deck is sold)
6:30	Honor Veterans (Raffle ticket book for each) Invocation
6:30 – 7:30	Meal Begin General Raffle (C table Items once everyone is seated)
7:30	Kids Raffle Life Member Recognition and Raffle Introduce Speaker
7:30 – 8:30	Guest Speaker Presentation
8:30 – 9:00	Live Auction
9:00	Announce 5 Minutes on Silent Auction Items the Pull Sheets after bidding stops
9:00 ----	General Raffle for all three tables Admission Raffle Cup Raffle

10:00 Talley "Bill" for the Live and Silent Auction successful bidders
Check Out (2 lines)

Talley Cash and Checks before you leave