

BANQUET

The banquet is the most elegant affair of the convention. It is preceded by the Installation of Officers, which is handled by a separate chair and committee. The St. Jude Presentation of Dollars is also included in the evening's activities, but a different committee also handles this. You will need to make sure that room is allowed for the two stages that will accommodate these activities. You will also need to make sure that the room is set up with large aisle for the entrance of the officers to be installed.

A theme and suggestions for favors and table decorations will need to be determined either by this committee or the Executive Convention Committee. Once a theme is selected and an event logo determined you will need to decide what type of table decorations you desire and how you will dispose of them. If you decide to give them away as door prizes, you will need to have a plan to accomplish this as well as a plan for selling them after the event if they are sellable.

There is a large head table and sometimes a sub-head table for this event. The IC President will send the Local Chair the seating chart for these. These tables accommodate the retiring and newly elected IC officers, their escorts and special guests. As chair of the event, you will be asked to sit at the head table and you will be asked to give a special welcome for the evening. Your committee will be responsible for placards for those seated at the head table as well as any special head table decorations.

You will be consulted when the time comes to choose a menu for this event. A separate event program can be used and you will need to furnish the Functions Chair a copy ready one for printing so that she can submit it to the Printing Chair. You will not need to print the menu in this, just the events of the evening.

Seating is by states. The Registration Chair will provide printouts of how many attendees are registered for this event from each state so appropriate number of tables can be provided. It will be necessary to deduct the number seated at the head table from each state as well as any other reserved seating requested, such as PICP, Foundation, etc. You will also need to provide on-site registration table for seating as well as a few over flow tables. The Printing Chair will provide table signs with state's names for use on the table...you will check these out from the convention office and will need to return them immediately following the meal. You could pick these up as you are picking up the tickets and that way you will be less likely to lose any. The Functions Chair as well as the Local Chair and Co-Chair will assist you with the seating chart.

The presiding IC president's family and state is usually seated nearest the head table and the Incoming IC President's family and state is usually seated nearest the installation stage. Other officers to be installed usually ask that their states be seated near the stage also. Special guests should be seated near the head table. There is usually special seating allowed for the PICPA and Foundation Officers. The hosting state members and their escorts should be given the "least desirable" tables in the back of the room.

Envelopes will be placed on each table for tickets to be placed in for collection. These envelopes can be the convention envelopes that will be printed for use by the committee

chairs. It is imperative that the number of tickets in each envelope be verified before leaving the table so that an actual meal count can be obtained. For those places where no one is seated it will be necessary to place a sign "DO NOT SERVE" so that the waiter will not place a plate there and it will be charged to us. This sign will be made by the Signs/Posters chair and can be obtained and returned to the convention office. "Special Diet" signs may also be picked up at the convention office.

As Chair, you may be expected to give a very brief welcome prior to the meal and to introduce an IC officer.

It is recommended that you attend the convention-planning meeting to be held in August/September prior to convention and the convention-planning meeting to be held in June prior to convention. You will file a report of all your activities, duties, etc. with the Functions Chair at the conclusion of convention.

All expenses incurred must have a receipt clearly marked with what was purchased and submitted to the Functions Chair who will approve reimbursement. A voucher should be obtained from the Functions Chair who will be the person that will be working directly with you throughout the planning process. Care must be taken to stay within the budget figure.