

SUGGESTED PLANNING STEPS IN ORGANIZING YOUR NEXT SUCCESSFUL BANQUET

- Establish the specific purpose for the event – write one sentence objective statement. This should appear on all internal planning documents. If a specific financial goal is needed, this should be incorporated into the objective statement.
- Establish date, place
- Identify event champion/committee
 - Table Hosts/financial ask
 - Programming
 - Logistics/decorations
 - Prayer
 - Publicity
 - Side activities (silent auction, artwork)
 - Lead gift team (commitments from Board, underwriting, matching gift, special emphasis on AGW, etc).
- Review current donor list and identify top 60-75 prospects for Table Hosts
- Namestorm with key staff, board and volunteers about potential invitees
- Brainstorm with key staff, board and volunteers about theme, program elements, WOW factor, gift/take home item
- Brainstorm with key staff, board and volunteers about each of the key areas on the committee for ideas. If you have a good, responsive team, this could be done electronically, but it is usually more beneficial if you have the synergy of your team together in the room to feed off of each other. Additional idea: assign a key staff person or board member to each of the volunteers leading an area on the committee as their “wingman/Barnabas” to come alongside to encourage and assist as needed. WE ARE ALWAYS BETTER TOGETHER!
- Recruitment of Table Hosts – the more personal, the better.
- Consider a pre-event reception/prayer event/training & encouraging time with the Table Hosts. Make them feel extra-special and treasured as a part of a successful event; this will usually equate to more motivated invitations. “The success of this event depends largely on you.”
- Make sure the prayer team is engaged and purposeful, not just an afterthought or token. Create specific opportunities to bring them together (prayer walk around the venue of the event, coming to pray over the mailed invitations before they are taken to the post office, prayer before namestorming or brainstorming with your staff, etc.).
- Have a centralized system for RSVPs/reservations/table hosts turning in names. Have ONE person in charge of this.
- Establish a budget for the event, and determine who has authority for expenditures.
- Draft a program rundown. Date it, and title 1.0, 2.0, etc. as it develops.
- Draft a sketch of how the room should be set up. Date it, and title 1.0, 2.0, etc. as it develops.
- Determine whether you are going to use physical tickets as a refrigerator reminder of the event, or rely on email.
- If event is sponsored/underwritten, determine how many tickets are given to each sponsor.



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