Year End Celebrahan

The 2011 and 2012 celebrations were desserts and beverages. They were free to all athletes and family members. The cost was covered by the Booster Club. You will need to go to a Booster Club meeting (probably October) to get approval. This is just a general guide. Change things however you wish. This is all from the 2012 celebration.

#### Pick a date, using these criteria:

- after state
- before Nike Invitational
- cafeteria availability
- preference for a Thursday (fewer conflicts generally)

Then check with coaches to confirm the date works for them before finalizing and reserving a location. August is not too early. To check availability of the HHS cafeteria, use the "contact us" or "check availability" link on this website:

http://c5.hopkinsschools.org/conferenceandevents/index.php/banquet-space/

You can make a request from there. Your estimated attendance is 300. We reserved the cafeteria from 5:30-9:30. The event stared at 6:30, so this allowed one hour for set up and time after to clean up. We requested the main dining room and the Fireside Room. There is a custodial fee of \$140. Request AV equipment (projector and screen) for slide show and lectern/microphone for speakers. Request 2 long tables for serving food and two for coaches to sit at.

#### Invitation:

The last two years, families were invited via evite.com. Both years, attendance was around 300. Since it is free and no money is collected, you might want to consider just going with 300 and skipping the Evite. Families could just be invited and informed via the weekly emails sent out by booster publicity. Upside: less work for celebration organizers, fewer emails for families and no one has to remember to RSVP. Downside: A little less formal.

#### Food:

We bought 2 cakes at Costco that each served 48. They were \$17.99 each. They need to be ordered 24 hours in advance. We also served a variety of cookies, brownies, etc., that were all purchased from Costco. We priced food through Royal Cuisine, but it was much more expensive (i.e. \$48 for cake vs. \$18 at Costco). We purchased 600-650 servings (including the cakes), allowing about two items per person. The cakes were consumed and we had minimal leftovers of the cookies, which were sent with the runners competing at Nike. You can check Royal Cuisine prices at

www.hopkinsschools.org/parentsstudents/breakfast-and-lunch-menus/catering-menus

From Costco we got:

6 18-count cookies

4 24-count Danish bites

2 32-count gingerbread biscotti

4 48-count brownie bites

2 containers of bite-sized wafers with chocolate

Cost for all of the above: \$137.02

# Beverages:

We purchased decaf coffee and lemonade through Royal Cuisine. These ease of having them set up and clean up was well worth it. I ordered the beverages just a few days before by calling Royal

Cuisine at 952-988-4606. Royal Cuisine recommended 20 gallons of lemonade. We got 10 (\$6 each) and it was all consumed. I would still do 10, because Royal Cuisine will provide water in addition and it's free! We got 2 50-cup ums of decaf coffee (\$35 each). If you run out, they will make it as needed and charge you accordingly. Two was more than enough. They provide all cups, creamers, sugar, etc. They also set up the table and tablecloths, so we didn't have to do a thing. I think they may have forgotten stirrers, so check on that. Make a little sign that says decaf, just so people know.

#### Decorations:

Table décor was: Silver sneakers, dmall blue vases with camations, candy, confetti.

We had one bouquet of balloons for the food table. Cost: \$17.11.

We did not use tablecloths – costly and not environmentally friendly.

We had tablecloths for the coaches' tables. The food was put on some rolling servers that had granite tops, so we did not use cloths on them. We had silver table skirts left over so we used those on the food tables, but it isn't necessary. We scattered multicolored confetti and candy on the tables. The confetti was kind of a mess to clean up, so you might want to skip it, though it did look festive. Candy cost: \$35.

# Paper goods:

2 54x108 plastic tablecloths for the coaches' tables. Napkins, small plates, forks. Check supplies from previous year. Name tags/markers. Check supplies from previous year. Cost of paper goods: \$40-\$45

Flowers to recognize seniors: Each senior was given a carnation boutonniere to wear. Janis Klecker made them. Supplies for that (floral tape, spray paint, floral wire) cost \$38.03, but there is a lot left over. Check inventory. Camations were also used on the tables. 60 camations were ordered from Cub for tables and boutonnieres. Flower cost: \$73.38.

# Captains' Duties:

They each write a reflection. Encourage them to keep their remarks to 3 minutes each! Captains helped us with set-up and clean-up. They set up a table at the entry of the Fireside Room to greet people as they arrived. There were nametags and pens for people. The boys were also given a ballot to vote for new captains. The girls had already voted. They all dressed up.

#### Coaches' roles:

Coaches take care of all awards, certificates, etc. Once the event starts, there is nothing for you to do till cleanup!

# The program:

See sample program. It was all done in Word, except the roster page. I did that it another program, made a pdf and imported the pdf into the Word doc. I found the images just by doing a Google image search of Hopkins High School logos. My company donated the printing, so we got color. The high school print shop can also do it. The cost for 200 copies was less than \$10 for black and white vs. \$140 for color. I would print about 225 copies based on this year. I printed 300 and there were a lot left over. The high school print shop contact is Laura Shafer at 988-4579. Get a roster from Booster publicity. Also email Sherrie Reese in the athletic office at Sherrie.Reese@hopkinsschools.org for a roster so you can compare. I sent the program to the coaches to check the roster for accuracy before printing.

#### Slide show:

Two of the captains handled this. They used photos from the booster website. Show it from 6:30-7 while people are arriving, getting food and socializing. Or you can show it at the end. Have the Youtube link to it posted on the team website so people can watch it at home, too. Some tips:

Downloading photos from the various Shutterfly and Picasa Web Albums (all linked on the page gold)

CCTF site) was a <u>time-consuming</u> process. These sites only allow you to download one photo one at a time, which took about 6 hours. Photos were downloaded into folders on a flash drive and given to the captains in charge of the video.

- If you don't have experience producing slide shows and exporting to video format using iPhoto, you can find an easy "how to" video here: http://www.youtube.com/watch?v=Qzy5LvOPQLo
- · An alternative to downloading photos one at a time might be to ask the photographers to put their albums on a flash drive for you -- but this would take some advance planning involving multiple sources.
- · Uploading a video of the quality we used to YouTube can take a long time. So best not to leave that for the day of the banquet. We had hoped to show the video during the social time prebanquet -- but it hadn't uploaded yet. Alternatively, the video could be stored on a Flash Drive that could be connected to the laptop at the event avoiding YouTube delay issues.

### Set up:

An hour was plenty. Captains helped. We all brought trays from home and put the desserts on them rather than serving out of Costco plastic. Have someone cut the cakes and put on plates or people don't eat it. Bring a couple of knives and cake servers.

#### **IMPORTANT TIP:**

At the end, have Coach Harris request that everyone throw their garbage away. It was amazing how many people left a mess. We also had a bit of a problem with kids sticking name tags on the tables/floor, so you might want him to mention that too.

### **BUDGET:**

Facility \$140

Cakes \$ 36

Other desserts \$137

Beverages \$130

Candy \$ 35

Flowers: \$73

Flower supplies \$ 38

Paper goods \$45

Balloons \$ 17

Printing \$ 10

Total: \$661 All costs covered by Booster Club

Good luck!

Amy Fischer 952-412-2533

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# 2012 CC banquet budget

Last year: 300 people. 300x2=600 pieces

# Costco:

	Costco:			Suger
_	Cakes	48 servings/\$17.99	_	\$15/00
	Brownie bites	48/\$6.99	`>	Jam
	Macaroons	24/\$6.99		•
	Biscotti	25/\$7.09	W	0.1.
	Energy bars	32/\$7.99	*2	COSTIO
120ch -	Cookies-variety	24/\$6.99		1045
U	Dipped shortbread	24/\$9.99		Planto Costco
	Madelines	28/\$6.99		Calls Cos
	Aussie bites	32/\$7.99		KONTO
	Raspberry bites	32/\$7.59		bill 181
	Greek yogurt cakes	12/\$4.99		Grabu Masus

If we got 3 cakes (144 servings) and a variety of the treats listed above to bring the total with the cakes to 600 servings, the cost would be \$175-\$200.

I would like to get some candy to throw on the tables. Costco didn't have any large bags. Does anyone have a Sam's membership?

**Royal Cuisine:** 952-988-4606

Full sheet cake 96 servings/\$96 Half sheet cake 48/\$48 Cookies 12/\$5 Bars (Brownies, Rice Krispy) 12/\$10

Coffee 50 cup urn/\$35 Lemonade \$6/gallon

Pitchers of water NC

Anne at Royal Cuisine recommended 20 gallons of lemonade (9 oz. per person). 20 galx\$6=\$120

Coffee: Start with 50 cup urn and they will make more as needed. Cups, sugar, cream, stir sticks provided. Jane said they brought in 2 quarts of half and half and ran out.

Beverage costs through Royal Cuisine: \$155-\$190.

Food from Costco: \$175-\$200 Facility cleaning fee: \$140

The tail of the stay of the st Additional costs: candy, napkins, plates, tablecloths, flowers and balloons: \$80. This is

an estimate, as I have not priced them out.

Estimated total: \$650.

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