

## Entertainment

Revised August 2014 by Karen Craven

Primary duty of the entertainment chair is to coordinate the annual Chemeketan banquet. This banquet takes place in the spring (March or April) and is open to all Chemeketan members and guests. Check dates with the Climb School to be sure there is not a conflict.

The following list outlines the major steps in planning the banquet:

**Schedule the event and reserve a banquet room.** For the past several years the event has taken place at Roth's Market in West Salem. They have capacity for 80 guests (more after 2014 remodeling) and very capable catering staff. The staff are easy to work with and the food and service have been consistently superior. In recent years Roth's has donated centerpieces for each table. The entertainment chair is free to find an alternative site if he/she wishes. Other caterers and other sites are available in Salem.

**Plan menu.** Roth's has a catering brochure with descriptions and prices for dinner choices. We typically have 3 main entree options for participants, including 1 vegetarian option. Dinner has also included vegetables, potatoes/rice, rolls, salad, dessert, and coffee/tea service. Be sure to carefully check the banquet event order.

**Create budget.** This event is mostly paid for by participant fees. Calculate the cost per participant to cover the meals, site, and presenter. It is easiest to charge the same amount for each participant even though the menu items vary in price. In recent years the club has also contributed \$400 - \$500 because the fees did not cover the entire cost of the banquet. This must be approved ahead of time by the council. Cost per person for 2014 was \$17.

**Arrange for a presenter.** The banquet includes a guest speaker and slide/video presentation. Recent presenters have been Bill Sullivan (Oregon writer & adventurer), Craig Romano (Washington writer & adventurer), and Andy Adkins (film maker & climber on a Denali climbing expedition). The club offers a small stipend for the presenter if necessary. The club has a new projector (2014) and Roth's provides a screen, microphones, podium, connection to the sound system, etc.

**Arrange for MC.** For the past few years Lee Slattum has agreed to be MC. It is important to have someone providing continuity during the banquet such as welcoming guests, introducing the presenter, handling raffle drawings, calling tables to the buffet line, telling bad jokes, etc. Banquet registration is complimentary for the MC.

**Create and distribute flyer & ensure announcement in the Chemeketan bulletin.** This should be done at least a couple of months prior to the events. Copy of the 2014 announcement is attached as a sample. Be sure to send a copy to the bulletin editors so that it can be included.

Also, have the board president send out an all-member email with the announcement. This may need to happen more than once.

**Create name tags.** Have name tags ready for attendees as they arrive at the banquet.

**Solicit donations for raffle prizes.** This is optional but a fun bit to add to the banquet. Prizes can be gift cards from sporting goods stores, season passes for Forest Service, Chemeketa gear, hiking books, etc.

**Create opening slide show.** This is also optional. For the past 2 years we have solicited photos for club members to display as participants are gathering & milling around before dinner. People enjoy seeing pictures of their hikes, climbs, paddles, bike rides, etc.

**Complete final accounting.** Get final invoice from event site and forward it to the treasurer along with any last registration payments. Check invoice for accuracy.

**Prepare final report.** Prepare 3 copies for the annual meeting to include a record of the number attending, revenue, expenses, location, cost per person, raffle prizes and source, emcee, presenter, any problems encountered and recommendations for changes for future banquets.