

UMBHA BANQUET CHAIRPERSON:

- ❖ Secure a location for the yearly year end awards banquet.
 - Be sure to keep the guarantee at a minimum amount between the bar sales and food.
 - Ask for a podium with a microphone
 - We will need 3 - 5 tables for the awards to be set up along the wall. Another 4 tables for the auction/raffle items will be needed. Will possibly need another 2 tables for the Buckskin Bucks table and one for the presents for Bingo.

- ❖ Setting the menu (prefer one light and one dark meat if possible). It is best to vote on this at the UMBHA meeting right after the banquet so we can set the menu for the form to be included in the directory.

- ❖ Set the time of the banquet happy hour and meal

- ❖ Take reservations for the banquet and call location with final counts
 - Be sure to compare reservation list to award winner's list to make sure all award winners are either coming or have someone designated to pick up their awards.

- ❖ Get the bill for the banquet for the night and turn it over to the club treasurer for payment.

- ❖ Assist with the set-up of the awards and raffle items before the banquet.