

End-of-Year Banquet

Celebrate!

End-of-year banquets are a great way to celebrate the past year. Some clubs hold this in conjunction with officer installation/retirement or member inductions. Depending on the club, this can be formal or casual or as with any event, make it a memorable evening. It is important the event reflect the personality of the club.

End-of-Year Banquet Planning Form

Date of banquet: _____

Time of banquet: _____

Location of banquet: _____

Task	Individual Responsible	Deadline
Room reservations	_____	_____
Food	_____	_____
Member awards	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are there special guests who should be invited (including district board members, sponsoring Kiwanis club, or school officials)? _____

Does a specific speaker need to be secured? Does he or she know what topic(s) to address?

