

HOW TO PLAN A BANQUET

**A guide to planning and producing a perfect
banquet for companies or private parties**

By Al Lampkin



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INTRODUCTION

The purpose of this booklet is to help you, the unfortunate person that got stuck with the responsibility of planning and implementing a banquet, to put on such a great event that, when all is over, you can glow with pride and bask in the compliments and adoration showered on you by those who attended. WOW! Is that possible?

First time planners are often stricken with complete fear! "What? Put on the banquet? Where? How much are tickets? Do we have entertainment? What is the reason? How much do we charge? Oh, no, this'll keep me up nights!"

Even those that plan events over and over again still fear that something will go wrong and they will be the subject of ridicule.

Hopefully we can allay the fears and quell the butterflies in your stomach by helping you through the entire project. You know how to eat an elephant? – one bite at a time...and that's what we're going to do...take one "bite" at a time.

There are a lot of questions you need to ask. First timers probably don't have the foggiest idea what questions to ask, so, the first thing we'd better do is outline these for you. Perhaps the easiest way to do that is to fill out a form. (I love forms!)

If you were to phone me and ask me to help you make arrangements for a special event, the first thing I would do is reach for a blank form, and over the phone we would fill it out. When I had all the information, I would be better prepared to help you.

Let's begin with fact finding. The following are things you're going to have to know or determine. If you're planning a weekly, monthly, or annual event, a precedent has been set and it's usually pretty easy to find out how it was done before and then just follow in the footsteps of those who preceded you. But often this event is the first of its kind, or else the people who planned last year's banquet have moved on and you're left without a clue as to how it was conducted.

PURPOSE

The first question to ask is, "What is the purpose of the event?" This question should be really easy, but it's perhaps the most important.

Is it to install new officers for your club? A 50th anniversary for your parents? The company Christmas or retirement party? Maybe a New Year's Eve dance or a surprise birthday party for your spouse?

Once that fact is down on paper, it will be a lot easier to plan. In the back of this booklet is a planning worksheet for you to fill out. It will include not only the PURPOSE, but other pertinent facts, such as BUDGET, ATTENDANCE, LOCATION, PUBLICITY, TICKETS, ENTERTAINMENT, MENU, and a whole lot of other things. (I would suggest that you make a photocopy of that page rather than writing directly in the book.)

DATE

Once we know the purpose, the next thing is to determine a date. If a precedent has been set— for instance, the Club Installation always falls on the 3rd Friday in June — it's pretty easy to set the date for your event.

However, if this is the first time that your politician hopeful has ever had a fund-raising dinner, you'll have to establish a date.

Even in the event of a birthday or anniversary, it isn't always possible to have your celebration on the actual date you're commemorating.

Break out your calendar and make a determination. Look for possible conflicts. It might be tough to get people out to a Saturday night banquet if it's a three-day holiday. It would be unwise to put on a church social if your local school, where most of your congregation had children attending, were having an open house or play that night.

Pencil in a date and then try to think of possible conflicts. I know of one organization who booked a very popular and relatively expensive Jewish comic into the club house of a predominantly Jewish retirement community. Attempts to sell tickets failed miserably, because they hadn't realized they'd scheduled his appearance on a Jewish holiday — a very expensive oversight.

Ask as many other people involved in the event as you can about conflicts. Once you have set a date, rented a location, issued publicity, etc., it is going to be far more difficult to change the date; so make sure that your leaders or the majority of those involved agree that the date makes sense.

BUDGET

Now that the date is set, you've got to determine how much money you can spend. If your company is sponsoring the event, the answer might be simple; however, organizations usually either want to finish with a profit of at least break even.

There are many, many determining factors in establishing a budget. First of all, how many are expected to attend? If your event is a repeat of an annual event, you probably already have a pretty good handle on it, but if you're pioneering, this may be a difficult question.

If the party is to celebrate Aunt Louise and Uncle Freddie's 25th anniversary, you might be able to get a pretty good estimate by simply making up a guest list and working from that. However, if your Kiwanis Club says "Hey, let's put on a special banquet honoring good ol' Billy Benson, the retiring Fire Chief," you might have a little more difficult time trying to determine how many will be coming.

You sometimes just have to make a "guess-timate" and work with that until you get enough feedback to know if your figure is high, low, or right on. I once had a very wise attorney tell me "You've got to give them figures they can depend on, even if they're wrong." There is much truth in that statement. If you wait until all the traffic lights are green before you go on a trip, you may never get the car out of the garage. Make the best possible estimate based on what facts you have, and proceed.

TICKET PRICE

Another factor to determine before we select a location is how much your attendees are willing to pay. Sure, we can work the other way: we can pick a location, hire a band, select the menu, etc., and then add up how much it all costs and thus determine how much everyone needs to pay, but I think that's backwards. I think the amount "traffic will comfortably bear," with regard to ticket price, must be first determined before other arrangements are made.

If you expect 1,000 people, and you determine \$25.00 a person is acceptable, then your entire budget for food, printing, entertainment, etc., is \$25,000. If you expect only 20 people and you know they won't come if it's over \$5.00 a person, then you know you're far more limited in what you can do.

Let's suppose you have determined that you expect 200 people and they will be willing to spend \$30.00 per person for dinner and entertainment. These determinations must be made before a location can be found.

LOCATION

Determine the geographical area where the event is to take place. If the event is for the Burbank Kiwanis, then the Burbank area is the most logical choice. However, if it's for a national organization or even a regional, there is far more latitude with regard to the location. If you live in the area where the event will take place, you may already know of various hotels, country clubs, restaurants or catering halls that can accommodate your group. If you don't live in the area, call the local Chamber of Commerce or, if it's a large city, the

Visitors & Convention Bureau, and they will be able to give you several suggestions. Even the phone book or a search engine, like Google, will yield many listings to choose from.

Once you have located a few spots, go look at them. DO NOT take the word of a well-meaning friend and book the location sight-unseen. If the event is in a distant city and it's not possible for you to travel there, and the event is a significant one, I suggest you hire a professional meeting planner.

I once attended a banquet in a quaint "50's malt-shop-type restaurant. The party planner had not gone there to look at the room where the party was to be. She had just taken the word of a friend. True, it was a great restaurant; in fact, I went back a few nights later with my wife to enjoy the atmosphere and good food. The problem was that their "room" had about 5 permanent booths on each wall, so that some of the people were facing one way and the others the other way making it almost impossible for, me, the magician that they had hired, to perform.

To further confuse the issue, it wasn't even a private room. It was necessary for the customers of the entire restaurant to troop through the room, right up the center aisle, to go to the restrooms. Throughout the evening the 50's music continued to blare through the ceiling speakers, as it was piped throughout the whole restaurant and couldn't be isolated from one room. It ended up a real tragedy, and even though it was only a small party, it could have been so much better had a simple visit been made before reserving the space.

If you phone ahead to a potential site, someone will meet with you and discuss your needs. Establishments that have several banquet rooms generally have a catering person hired specifically to show you the rooms and help you plan the event.

Many, if not most, facilities do not charge a fee for the use of the room but instead absorb the rental fee into the price of the meal. For instance, in our example of 200 people, a banquet facility would be delighted to supply a private room in order to sell 200 dinners. Usually they will have several dinners to choose from – perhaps a chicken dinner, complete with beverage, salad and dessert, for \$12.00 per person; or prime rib at \$18.00 each; or sirloin steaks at \$25.00 per person.

In our example we are charging \$30.00 per person. Let's select the prime rib at \$18.00. Does that include tax and tip? Oh, oh! Find out if it does, or you may get a surprise at the end of the night. Let's say it doesn't. 15% tip and 8% (or whatever) tax makes the dinner a total of \$22.14 per person. Our budget calls for 200 people at \$30.00 each for a total of \$6,000. If all 200 people attend, dinner will cost \$4,428. That leaves \$1,572 for all of our other costs.

By the way, the facility may ask you for a deposit and guarantee. If you guarantee 200 people, you will have to pay for 200 dinners even if only 175 show up. Generally, a facility is prepared to serve about 10% more people than you guarantee. So it makes sense to

guarantee a lesser number than you expect. Even some of those who told you absolutely they would be there, maybe even gave you a deposit, don't show for one reason or another.

Just to be on the safe side, in our example of 200 people, I would guarantee the restaurant 185. If you're pre-selling tickets, which I recommend, you can always adjust your estimate upwards with the restaurant a day or two ahead of time if needed. Ask the facility about their requirements in regard to a change in the guarantee.

You also have to talk with the facility about several other things that you might need – flags, microphone, podium, head table, risers, piano, dance floor, etc., – but don't panic – they're on your check list, and we'll talk more about these things later on.

AGENDA

Let's spend a few moments on the format of the evening, getting back to our original question, "What is the purpose of the function?" to help us make some decisions.

A typical event might go like this:

6:00 - 7:00	-	Social or cocktail hour
7:00 - 8:00	-	Dinner
8:00 - 8:15	-	Meeting/Awards/Business
8:15 - 9:00	-	Entertainment/Speaker
9:00 - 9:10	-	Raffle/Door Prizes
9:10 - 1:00	-	Dancing

Having an hour to "gather" is always a good idea. You and the facility both will want everyone present when you actually sit down to eat. It's been my experience that almost everything starts late, so plan for it and don't be disappointed when it happens.

The cocktail hour can have a few luxuries if the budget permits. A "Hosted" bar means that drinks are free to the party-goers. Of course, someone has to pay for the drinks, and unless you have a sponsor – a member of your organization, or your employer, or someone else – those drinks have to come out of your budget! 200 people x 3 drinks x \$2.00 each = \$1,200. Oh, oh! Certainly not in the budget of our example. You'd better have a "No-Host" bar, which means that everyone pays for their own drinks. Most functions sponsored by clubs and organizations are "No-Host" situations. It's proper to put on the invitation or other announcements that it's a "No-Host" or "Hosted" bar. Make sure you don't get your terms mixed up or it could cost you either a lot of money or some irate party-goers!

Another nicety would be hors d'oeuvres. Ask the facility how much they would cost. Fresh vegetables, like celery, carrots, broccoli, with a dip and maybe some cheese, will be far less expensive than steam trays full of cocktail weiners, meat balls, and other fancy items. Again, the budget is always the determining factor. Remember that in our example we

have over \$1,500 to work with, even after dinner is paid for; but before you spend it all on hors d'oeuvres, we need to look at some other things.

Some form of entertainment during the cocktail hour is certainly a plus. The facility may have music piped in through its sound system, which is certainly the most economical; however, for around \$300 you could have live music. Most banquet facilities have a piano, sometimes on wheels, and will let you either rent the piano or use it for free. Fee for the piano rental should be around \$50 to \$100 and a piano player anywhere from \$150 to \$250.

Other cocktail hour entertainment could include a chamber group, a jazz or "society" trio, harpist, or a strolling accordionist. A strolling "close-up" magician, performing from group to group or table to table, is always fun. Other forms of entertainment for the cocktail hour could include celebrity look-alikes, mechanical or conventional mimes, a balloon animal sculptor, caricaturist, graphologist, palm reader, tarot card reader, stilt walker, or just about anything else you can think of! Again, your budget is your gauge.

DINNER

This is pretty easy. When the Maitre'd says dinner's ready, have your party sit down!

If you have arranged for assigned seating (which, by the way, is a big job), the facility will probably have numbered signs that can be placed on each table. If not, you'll have to make or procure your own. Your guests can either learn the number of their table when they arrive or it could be written on their tickets in advance.

The vast majority of banquets have certain people assigned to sit at the head table, if you elect to have a head table (which again is something you will need to discuss with the facility), and the rest of the people may set where they wish. If this is the case, you should make small place markers for those assigned to sit at the head table.

OPENING

Someone, perhaps you, should step to the microphone and announce that dinner is ready and ask everyone to take a seat. When this has been accomplished, your President, or whoever is presiding should welcome everyone.

It is appropriate at most banquets, unless it's just a small group gathered for Aunt Tillie's 80th birthday, to have someone now lead the flag salute, followed by a blessing on the food. People should not be called upon for these jobs extemporaneously, but should be asked in advance and their names and responsibilities should be listed on the printed program if there is one.

Following the flag salute and prayer, your Master of Ceremonies (or who ever is conducting) should introduce the people sitting at the head table, introducing themselves last. Of course, if you have decided to dispense with a head table, no introductions are necessary. Remember, there are really no rules, just guidelines; it's your party, so do what you feel is most appropriate for your group.

After the brief opening ceremony, your moderator can tell everyone to enjoy their dinner! If you had some sort of music during the cocktail hour, you might consider having it continue through dinner.

THE PROGRAM

If business of any sort needs to be conducted, begin when dessert has been finished or at least served. Make sure that the facility knows that you do not want any busing (clearing of tables) or coffee served after the program starts, as it can become an irritating distraction and take away from the enjoyment of the program.

Following opening remarks, installation of officers, or other business, you could present some form of entertainment or introduce the main speaker.

ENTERTAINMENT

This could be the highlight of the evening! There are many outstanding after-dinner performers and speakers. If you really want to have a successful event, hire a professional.

Remember the \$1,572 we have to work with? At this writing \$500 to \$1,000 can buy you some pretty top-notch non-celebrity entertainment. This would be an ideal place to spend some of that money.

How about a comedian-magician who uses a member or two of your group and does some hilarious bits of business and audience participation magic tricks – 30 or 40 minutes of non-stop laughs!

Or picture this...the dessert has just been served and in walks "Lt. Columbo," complete with overcoat and cigar..."Oh, excuse me," he says, "I was looking for somebody else." All eyes are riveted on this familiar figure as he turns and starts to walk out. "Oh, one more thing, is this the Walker party?" Then for the next 30 minutes or so he does a comedy routine in the style and delivery of Peter Falk as Lt. Columbo, using names of people in your group. That will rock your people out of their seats with laughter.

These are just a couple of suggestions. Everybody loves to laugh, and a good professional entertainer can make you a hero.

How do you find that kind of entertainment? Again, watch out for the well-meaning friend. Sometimes hiring a friend of a friend who tells jokes or plays the banjo can put a wet blanket on the evening if they don't live up to your expectations.

Probably the best way to secure talent is to work with a professional talent agent that specializes in special events. Ordinarily there is no fee for his services. He can make recommendations and suggestions based on what your needs are and work within your budget limitations.

Some entertainers may have special requirements, like a stage, spotlight, two mics or something else, and these items need to be arranged with the facility. There may be a rental fee involved.

RAFFLE/DOOR PRIZES

Giving away door prizes or raffle prizes should be held until after the entertainment or main speaker. Perhaps it's an inducement for your guests to stay until the end.

If you're selling raffle tickets, again you need to make out a budget. How many tickets do you expect to sell and for how much money? Do you want to make a profit? Let's say you expect to sell 100 tickets to those 200 people expected to come, and we sell them at the banquet for \$2.00 each. That'll give you \$200 to buy prizes with. You can put this in your general budget or assign someone to take care of the whole raffle, including purchasing the prizes and selling the tickets.

Of course, many organizations just solicit door prizes from their members and give them away by drawing tickets. That way there isn't any cost to your budget. If the prizes are donated and you have a printed program, you should give the donors written acknowledgment in the program. A simple way to administer either the raffle or the door prizes is to buy a roll of two-part tickets. Each pair of tickets is numbered. Your attendee, or ticket purchaser, retains one part and the other part goes into a hopper or anything that will hold the tickets. (I've seen one of the restaurant's bread baskets used to hold the tickets.) Tickets are drawn one at a time, and the winner steps up and receives his prize or chooses one from the display table. Two-part tickets can be purchased at Smart and Final or some party supply stores.

DANCING

Following the raffle, the formal portion of the program is really over. Your people can now go home or, if you've elected to have a deejay or band, stay for dancing.

The facility may charge to set up a dance floor. Sometimes this is a portable dance floor they build right on top of the carpet.

A band will cost anywhere from \$150 per band member to \$450 per band member for four hours. A small trio of keyboard, drum and guitar could be anywhere from \$750 to \$1,500. An \$1,800 to \$3,500 five-piece band, including a vocalist, is average. If you hire a band, you may be able to use one or more of those same musicians to provide cocktail hour and/or dinner music for a small additional fee. You normally need to make a deposit at the time you hire a band.

Anything over four hours' playing time is considered overtime, and you should talk with the band or agent about the cost of overtime when you make the initial arrangements. Bands also need to take a break or 10-15 minutes each hour. Ask if the band will supply recorded music during their breaks.

MOBILE DEEJAY

Sometimes you might prefer a DeeJay playing recorded music instead of hiring a band. This gives you the advantage of hearing the original recording artist instead of a dance band's rendition.

Another advantage is that most mobile DeeJay units will set up before dinner and offer to play dinner music at no additional cost, and of course, a DeeJay doesn't take a break during the evening, so you have non-stop music for your event.

Cost-wise, there isn't a lot of difference between a 3-piece band and a DeeJay. Some DeeJays offer a full light-show that few bands do, and even with an additional charge, this could be a real plus.

I think it's just a matter of taste. Some people insist on a live band and others are just as adamant about a DeeJay.

PHOTOGRAPHER OR VIDEOGRAPHER

I think video taping an event, except for historical purposes, is unnecessary. Seldom will the video tape or DVD be watched more than once after an event. Yes, maybe a Bar or Bat Mitzvah will watch his or her recording years later when they grow older, and maybe even a bride and groom would watch a well-edited and condensed recording, but for a company or organization's banquet, it will be seldom, if ever watched.

I do recommend still photographs to record the event. They certainly are easier to view than video recordings and easier to distribute and copy.

I would recommend that you hire, budget permitting, a professional photographer rather than leaving it up to one of your guests or a friend of a friend who only takes photos twice a year. You can have the photographer deliver prints or a CD of digital photographs in which case you could print just the photos you want.

PROMOTION

Probably the most traumatic thing that could occur is that you planned the entire event and then no one came. If it's a company party and the food, entertainment, drinks and dancing are all free, I don't think you will have a problem, as long as you let everybody know when and where and that it's FREE!

But if that's not the situation, you may need to promote the event. Once you have all the facts (WHAT, WHEN, WHERE, WHY, WHO, and HOW MUCH), you can create a flyer - a piece of paper with all the facts on it, designed to motivate people to attend.

If you're an artist, great! You can create the flyer yourself. If not, maybe someone in your group is and they can help you. Otherwise, you need to "rough it out" the way you'd want it and take it to a graphic artist to do the "camera-ready copy" for you, then off to a printer to print however many you're going to need. How many you need will depend on how you're going to distribute them.

Is the event for an organization that has a weekly meeting? You could distribute them at the meeting, but those who didn't attend the meeting, or hadn't been at any meetings for a while, wouldn't get a flyer. Mailing is usually the best way in most situations. You should print a number sufficient for your mailing list, plus another 10-15% to give away later or to post on walls or bulletin boards.

The layout, printing, envelopes and postage all need to go into your budget. There are, of course, additional ways you can promote the event - word of mouth, email, bulletin boards, phone committee, club or company newsletter, posters. If your event will be open to people outside your organization, you might try using the publicity channels of other related groups, companies, schools, etc., as well as your own. Have a "brainstorming session" with your committee, if you have one, to think of all the ways you can get the word out. And remember that if you want people to come to your activity, you can't just tell them. You have to tell them and tell them and tell them! Use all the resources at your disposal, and don't hesitate to repeat yourself. The more times you tell them, the more will come!

TICKET SALES

There are as many ways to handle this as there are ways to promote the event. If you have to lay out funds ahead of time (which is usually the case, for such things as deposits on the banquet facility, band, deejay, etc., as well as publicity and other costs), it is good to get as much money as you can up front. Pre-selling your tickets will help you do that, and of course, your publicity must state your requirements and deadlines. This also will help you get a handle on how many are going to attend. Remember though, that there will still be some last minute cancellations and additions, so stay flexible.

TABLE ASSIGNMENTS

As mentioned earlier, most organizations assign only the head table, and the rest of the attendees are left to sit where they wish. Some groups insist on drawing pictures of the tables on a sheet of paper, numbering them, and then assigning people to specific tables. I think it's far more work than necessary, but if you must, have at it.

Some banquets, especially those honoring individuals or groups, offer entire tables "for sale." 10 people per table at \$30 each means that for \$300 someone could reserve a whole table. Make sure you put a "reserved" sign on that table, showing the name of the host.

THE PRINTED PROGRAM

When all the facts are in, if the budget will permit, a nice printed program could be put at each place setting or handed out as people arrive. It should contain the agenda for the evening and credits given to all those who contributed to the event.

Many organizations have been successful in selling ads in the program to defray the cost of printing or even to raise some extra money. I've put \$250 income under the income column of our example. Don't you think you could convince 10 people to give you their business card and \$25 to be advertised on the back page of the program? Of course, this idea could be a little tacky if the event is to celebrate little Bobbie's 10th birthday. Use your best judgement.

I've enclosed a few sample copies of programs and flyers.

DECORATIONS

This could be a big item or not – strictly up to you. If you picked a beautiful location, and it's not a special seasonal event like a Christmas or Halloween party, why not just enjoy the facility's decor? If you feel you need decorations and you have a sufficient budget, call a party decorator who uses balloons. They go a long way towards dressing up a room without spending a lot of money.

Centerpieces on each table look nice. You can ask someone to donate these or have someone clever make something for each table.

Many facilities make such a nice table layout that a centerpiece is not necessary. Don't spend money unnecessarily, but do remember that the nicer the ambience, the better the memories or the event will be in the minds of those who attend, which means that they will want to come to your next event, too!

One note of caution, however. If you're having entertainment, be careful that large centerpieces, particularly balloons, don't block the view of the performing area or even the people sitting on the opposite side of the table who want to see and talk to each other.

YOU DID IT!

Yes, you will fret and worry until the whole thing is over, but every party planner does. Just relax, do your best and enjoy! (Here's a secret: If you enjoy what you're doing, the people you are doing it for will enjoy it, too!)

*Al Lampkin is a comedy magician,
author, speaker and event producer*
<http://www.allampkinmagic.com>

PLANNING WORKSHEET

Chairman: _____ Asst: _____ Phone: _____

Sponsoring Organization: _____

Purpose of Event: _____ Date of event____:_____

Location: _____

Expected Attendance: _____ Ticket Price: _____

PROPOSED BUDGET

INCOME:

_____ Attendees @ \$_____ each \$_____

Program Advertising: _____ @ \$_____ each \$_____

Raffle Tickets: _____ @ \$_____ each \$_____

TOTAL INCOME: \$_____

EXPENSES:

_____ Dinners @ \$_____ each \$_____

Cocktails \$_____

Hors d'oeuvres \$_____

Entertainment:

Cocktail Hour () \$_____

After Dinner () \$_____

Band () \$_____

Rental:

Dance Floor \$_____

Stage/Risers \$_____

Microphone \$_____

Piano \$_____

Printing:

Invites/Flyer _____ \$_____

Programs _____ \$_____

Envelopes _____ \$_____

Postage \$_____

Raffle Prizes _____ \$_____

Raffle Tickets \$_____

Centerpieces _____ \$_____

Decorations _____ \$_____

TOTAL EXPENSES: \$_____

PROJECTED PROFIT/LOSS \$_____

PLANNING WORKSHEET (SAMPLE)

Chairman: SHARON SIMPSON Asst: LINDA DAVIES Phone: 555-2308

Sponsoring Organization: HIGHLAND RACING CLUB

Purpose of Event: INSTALLATION BANQUET Date of event FEB 31

Location: LAKE JOHNSON PARADISE HOTEL, LAKE JOHNSON, CALIFORNIA

Expected Attendance: 200 Ticket Price \$ 40

PROPOSED BUDGET

INCOME:

<u>200</u> Attendees @ \$ <u>40.00</u> each	\$ <u>8,000</u>
Program Advertising: <u>10</u> @ \$ <u>25</u> each	\$ <u>250</u>
Raffle Tickets: <u>100</u> @ \$ <u>2</u> each	\$ <u>200</u>

TOTAL INCOME: \$ 8,450

EXPENSES:

<u>200</u> Dinners @ \$ <u>22.14</u> each	\$ <u>4,428</u>
Cocktails (NO HOST)	\$ <u>0</u>
Hors d'oeuvres (VEGETABLES & DIP)	\$ <u>400</u>
Entertainment:	
Cocktail Hour (PIANO)	\$ <u>350</u>
After Dinner (COMEDY MAGICIAN)	\$ <u>1,000</u>
Band/DJ (3-PIECE DANCE BAND)	\$ <u>895</u>
Rental:	
Dance Floor	\$ <u>50</u>
Stage/Risers	\$ <u>100</u>
Microphone	\$ <u>25</u>
Piano	\$ <u>50</u>
Printing:	
Invites/Flyer <u>250</u>	\$ <u>50</u>
Programs <u>200</u>	\$ <u>20</u>
Envelopes <u>DONATED</u>	\$ <u>0</u>
Postage	\$ <u>80</u>
Raffle Prizes <u>25</u>	\$ <u>100</u>
Raffle Tickets	\$ <u>6</u>
Centerpieces <u>DONATED</u>	\$ <u>0</u>
Decorations <u>NONE</u>	\$ <u>0</u>

TOTAL EXPENSES: \$ 7,554

PROJECTED PROFIT/LOSS \$ 896 PROFIT

YOU ARE INVITED TO A CHRISTMAS FIESTA!



**BLANKEN PLUMBING'S
Annual Christmas Party**

JOSE LOCO'S

**MEXICAN RESTAURANT Y CANTINA
555 BRAVO AVE., WINSTON**

EACH PERSON BRING A NICE GIFT FOR GIFT EXCHANGE

CASUAL ATTIRE

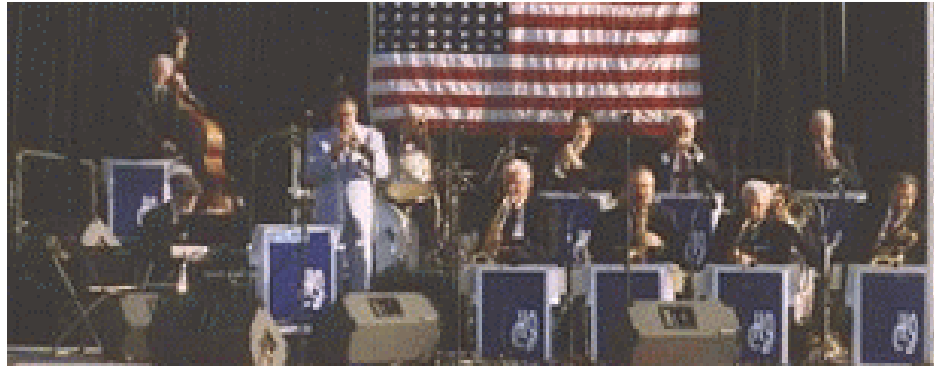
HOSTED BAR

6:00PM, WEDNESDAY, DEC 27

PLEASE RSVP AMY @ 555-2345

The Santa Hazel Women's Exchange Club
*Presents their 21st Annual Dinner Dance
and Installation Banquet*

*Featuring the dance music of
Sam Diamond and the Gemstone Orchestra*



6:00pm
Saturday, September 4

\$50 per person in advance
Call Maggie at 555-4529 for tickets
(\$60 at the door)

Door Prizes • Entertainment
No Host Bar
Formal Attire

Santa Hazel Country Club
12322 East Country Club Drive, Santa Hazel

BREEN CITY SOCIAL CLUB
Installation of Officers • May 15th

PROGRAM

Cocktail hour piano music provided by Sally Silva
Sponsored by Nesbit Publishing

DINNER

Crema of Potato Soup
Avocado Supreme Salad
Broiled Baby Carrots
Asparagus Spears w/sweet hot mustard sauce
Fillet Mignon or Salmon Steak
Sherbet with Sugar Wafers
Coffee or tea

Master of Ceremonies Henny Jordan, Past President

AWARDS

Joey Jones, Outgoing President

INSTALLATION OF OFFICERS

Ralph Adamson, District Governor

ACCEPTANCE

Lloyd Jones Simmons, Incoming President

ENTERTAINMENT

Al Lampkin, Magician Extraordinary
Sponsored by Rubin's Restaurant

DOOR PRIZES

Sponsored by Crane, Inc.
Bellview Book Store
Rite-Way Office Supplies

DANCING

Deejay music provided by Acme Entertainment
Sponsored by Breen City Credit Union