



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB
VOLUNTEER POSITION DESCRIPTION

Banquet Chairperson

Revised for 2019/2020

The Banquet Chairperson is responsible for designing and producing the end of year banquet in May. Responsible for planning all aspects of banquet function including but not limited to the theme, menus, ticket pricing, favors, decorations and other expenses of the banquet held in conjunction with Annual Awards presentations.

The Banquet Chairperson reports to the Vice President.

Essential Functions

- Designs, produces and executes the end of year banquet
- Co-ordinates the booking of venue and ensures all rules and restrictions are followed
- Assembles sub-committee to assist with event production
- Coordinate with historian for year-end slide show materials

Talents Needed for Success

- Good planning and organizational skills.
- Ability to supervise people and delegate tasks
- Helpful if attended at least one previous CHHS Theatre Banquet.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

Programs

- End-of-Year Banquet
 - Event Date and Time: Saturday, May 3 6:00pm
 - Event Location: Colleyville Civic Center
 - Event Description: The end of year banquet is a semi-formal event for the theatre students (each student may bring one guest). Tickets are sold in advance. The Theatre Booster Club underwrites a portion of the cost of the event. The event features a buffet dinner, awards program and dancing (DJ). The event will have a theme (typically determined by the theatre students). Theatre Booster Club volunteers help by decorating the venue, serving the buffet dinner, bussing tables and acting as event chaperones. The theatre teachers develop and preside over the program and awards presentation.
- Banquet Sub-committee selection