

Department of New Hampshire VFW

Joint Testimonial Banquet

HandBook

A checklist for a testimonial banquet should cover all aspects of the event, from pre-event planning to post-event evaluation. This includes setting the budget, venue selection, creating a guest list, developing a theme, securing sponsors, crafting invitations, managing registration, finalizing the event schedule, and ensuring the event is successful.

Pre-Event Planning:

- ☐ **Establish a budget:** Determine the overall budget for the event and allocate funds for various expenses (venue, food, entertainment, etc.).
- ☐ **Venue selection:** choose a venue that is appropriate for the event size, theme, and goals.
- ☐ **Create a guest list:** Compile a list of attendees, including the honoree and their family, friends, and colleagues / comrades.
- ☐ **Develop a theme:** Choose a theme that aligns with the honoree's achievements and the event's purpose.
- ☐ **Secure sponsorships:** Identify and solicit sponsorships to help offset costs. (post, district, Department, individuals / members, raffles.).
- ☐ **Design and send invitation / flyer:** Create and distribute invitations to the guest list. (Post, District, Department, Auxiliary and Friends.).
- ☐ **Manage registration:** Implement a registration system.
- ☐ **Finalize the event schedule and scripts:** Create a detailed schedule for the event and prepare scripts for speakers.

- ☐ **Choose a catering plan:** Plan out food, beverages, and menu options. Ensure there is a menu that meets all of the dietary needs of the guest.
- ☐ **Manage event swag and materials:** Ensure there are enough materials for guests to use and take away from event

Event Day:

- ☐ **Venue setup:** Ensure the venue is set up according to the event's needs, including tables, chairs, decorations, and A/V equipment.
- ☐ **Food and beverage service:** Ensure food and beverages are served on time and efficiently.

Post-Event:

- ☐ **Evaluate the event's success:** Assess the event's effectiveness in achieving its goals and objectives.
- ☐ **Gather feedback:** Collect feedback from guests and members to identify areas for improvement.
- ☐ **Follow up with vendors:** Thank vendors for their services and build relationships for the future. (vfw Post, hotels, restaurants, and other venues.).
- ☐ **Document lessons learned:** Review the event and identify lessons learned for future events.

