

## **1.C.5. OPTIMIST DIVISION 1 WINDUP BANQUET AND TICKET SALES**

1. Oversee the planning, ticket sales and effective execution of Optimist Division 1 Windup Banquet
2. Liaise with Optimist Division 1 Sunday Coordinator as needed

### TASKS:

#### 3. At Start of New Season:

##### Optimist Division 1 Designate:

- a. In early October, contact Langley Curling Centre catering - Chase (Recreation Excellence) @ 604-530-1323 and advise:
  1. Date of Playoff Day and Banquet
  2. To be served at 12:00 noon
  3. Confirm Cost and add Gratuity (Optimist Junior Interclub Administrator to decide).
  4. Menu – suggestions include:
    - a. Lasagna (3 types), garlic toast, Caesar salad or
    - b. Turkey Dinner, as well as
    - c. Selection of pure fruit juices, water and chocolate milk
  5. Exact numbers to be advised one week prior (from Banquet Ticket Sales)
- b. Note: If using Recreation Excellence for catering, no cost to rent upstairs. Should an alternate catering company be used, there will be an additional cost to rent the facility

#### 4. Beginning Early January:

- a. Design and create a Ticket Sales Coordination and Tracking System
- b. Solicit teams for the Number of Banquet Tickets they want including Coaches and Parents for \$20.00 each (any required cost subsidy will be made up by Optimist Junior Interclub)
- c. Get numbers and collect money over last two Game Days prior to Playoff Day
- d. Collect Funds by Team, not individual Curlers
- e. Confirm number of Invited Guests that will be attending, Optimist Division Manager, Curling Club Manager, Curling Club President, Division and Block Sponsor Representatives and Optimist Junior Interclub President. Note: Optimist International Club Members will pay \$20.00 each by Donation.

#### 5. One Week Prior:

- a. Advise Optimist Division 1 WINDUP BANQUET Caterer of Final Numbers

#### 6. On Date of Optimist Division 1 Banquet:

- a. Liaise with Caterers – all is in order for 12:00 pm serving
- b. Coordinate serving time, order of tables, all money received before serving
- c. Coordinator to get Invoice from Caterer and submit to Optimist League Administrator
- d. Pay or arrange to pay Caterers including Gratuity (OJI Administrator will decide)

7. Edit this task description throughout the season and Prepare Report to give to Optimist Division 1 Manager at the end of the season for presentation to the Optimist Junior Interclub Curling League Semi-annual General Meeting on the third Tuesday in April