

Tillamook County Master Gardener's Association Procedures

2.3

Subject: ANNUAL AWARDS BANQUET

Purpose: To recognize and award the O.S.U. Mini College scholarships to the “Master Gardener of the Year”, the “Early Bloomer”, “Learning Garden Award”, and “Behind the Scenes Award.

- To recognize and award Certificates of Completion to members of the new class of Master Gardeners having satisfactorily completed the course.
- To recognize and award Hardy Perennial certificates to those Master Gardeners who have recertified for another year.
- To recognize and award Certificates of Appreciation to those people and businesses who have been instrumental with their help to TCMGA and their efforts in helping promote the O.S.U. Master Gardener program.
- To install the new TCMGA officers.
- To promote friendship and camaraderie within TCMGA by inviting all members and spouses and guests to the banquet.

Knowledge, Skills & Abilities

The Awards Banquet Chair must have organizational skills, be familiar with potential venue locations in the Tillamook area and be able to work with facility managers to organize the event.

Task 1 Date & Location

The date for the Banquet is usually set for the first week in December. Since this is during the holiday season, the venue should be reserved as early in the year as possible; ideally shortly following the current year banquet. The location should be selected based on the anticipated numbers attending (approximately 75 people). Once a location has been confirmed, the chairperson should meet with the manager and agree on menu selection, room setup, decorations, electronics provided. (See following Tasks)

Task 2 Entertainment

The Committee will determine what type, if any, entertainment will be provided. In years' past, a collage of photos taken during the year at TCMGA events, activities and meetings and projected on to a screen during the social hour. The facility may also have a sound system where seasonal music can be played or have a small group of musicians scheduled. Planning for this should be done well in advance of the event.

Task 3 Budget

The committee chair should work with the treasurer to develop a budget and present it for approval at the September Board meeting. The budget needs to estimate the total funds needed for:

- Gratis meals for apprentices, community certificate of appreciation recipients, special guests and Garden Tour homeowners
- Rental fees for the banquet venue, linens, decorations
- Flowers and supplies for corsages and boutonnieres

Adopted: 1/13/11

Rev: 11/13, 11/15, 12/16, 2/18

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- Entertainment
- Awards including plaques, certificates, engravings, etc.

The budget should be presented to the board for approval at the September meeting.

Task 4 Deposit

If a deposit is needed to secure the venue, the committee needs to inform the Executive Board of the selection, prior to making that deposit. If no deposit is needed, the committee should present the selection to the Board no later than the September board meeting

Task 5 Proof of Insurance

Committee members need to provide the facility with proof of liability insurance. This can be obtained from the treasurer.

Task 6 Invitations

Invitations should be mailed one month or more prior to the event. (See Sample at Exhibit A) The invitations should include menu choices, cost of the event and a “return by” date predicated on the needs of the restaurant. The invitation needs to include whether or not attendees are permitted to bring their own wine to the event. (This depends on whether the facility allows this). The invitations can be printed at the Extension Service Office and sent out with the Awards Nominations Forms (the awards nominations go out in October). This dual mailing saves TCMGA postage. These should be sent to all current, dues-paying MGs, including the new class.

Task 7 Special Guests

The agent and assistant in charge of the MG program are invited as guests of the TCMGA at no charge. The Garden Tour owners, certificate of appreciation recipients and apprentices are also invited at no charge. All special guests, except apprentices, should be sent a written invitation letter signed by the TCMGA President. Spouses or guests of apprentices and Special Guest will be asked to pay for their meal. The Banquet Chair should contact the Awards Committee Chair and the Garden Tour Chair to obtain the names and addresses of people to whom the special invitation should be sent. (See Sample at Exhibit B)

Task 8 Responses

Responses should be sent to the Extension Service office and include the name(s), choice(s) of entrée and payment. A folder should be set up and kept at the front office desk so that staff can collect money. Attendees, dinner choices and payment should be recorded. Return the final attendee count to the restaurant or caterer by the time specified, along with the tally of meal choices. The Extension Office will collect and receipt for payment and then forward this money to the TCMGA Treasurer.

Task 9 Refunds

Refunds will be made if cancellation is received within 1 week of the event. Refunds will also be made to members who are unable to attend due to illness **provided** TCMGA pays the restaurant or caterer only for meals consumed.

Task 10 Corsages

Corsages will be made for the Extension Agent, special guests and apprentices attending the event.

Task 11 Name Tags

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Name tags should be provided. Hardy Perennials should be encouraged to wear their OSU MG badge. The attendee's meal choice should be indicated either on the name tag or as a separate card or ticket.

Task 12 Set-Up

On the day of the Banquet, the committee should go to the restaurant as early as is convenient for set-up (name tags, decorations, coat rack, etc.) They should take the attendance and meal selection roster and any other needed records.

The committee is responsible for working with the facility to make sure that tables are setup appropriately. Determine what decorations will be provided and what the committee needs to bring. Make sure that you know when a final count is needed for the facility. The following items are usually needed:

- A podium for awards presentation
- Sound system
- A table at the door to distribute name tags, flowers, raffle items, etc.
- A coat rack

Task 13 Program

The Awards Committee is responsible for the program for the evening. The Banquet Committee may arrange for any entertainment (music, photos, etc.) that will occur prior to the banquet. Dessert and Coffee should be served prior to the Awards Program.

Task 14 Expenses and Payment

The venue will submit an invoice for payment to the committee chair. The chair should review the invoice to ensure it conforms to our count of meals and other agreed charges. Discrepancies should be resolved and then submitted to the TCMGA Treasurer for payment. Expenses incurred by committee members will be reimbursed in compliance with the TCMGA Money Handling Policy.

Task 15 Clean Up

The committee is responsible for any clean-up that will not be taken care of by the facility.

Task 16 Follow-Up

The committee should take care of any follow-up details. These include a thank you note to the restaurant/caterer, making sure that attendees receive refunds for the dinner where appropriate, and making sure that any deposits are returned to TCMGA. The Banquet chair should submit an article to The Thymes. A thorough review should be completed and policies and procedures updated as needed.