

PLANNING A HOSA BANQUET AS A CHAPTER ACTIVITY

Whether this is a covered dish dinner or an eloquent feast, there are certain plans that have to be made. Here are some items to consider in planning a HOSA banquet.

Program Rationale: To express the appreciation of HOSA members for the community participating in the school program.

This activity will offer all those concerned with HOSA an opportunity to meet each other and to learn more about what HOSA has done.

Program Objectives: To provide a learning situation for students to:

- Develop the ability to work together;
- Allow students to honor those who have provided educational opportunities.
- Promote public relations and promotion of HOSA;
- Promote social growth and have a fun activity;
- Organize, plan, and execute a banquet.

Activities

The committee should determine the appropriate activities.

Budget

- Source of income: dues, fund-raising projects, guest paying for special guest
- Assess cost of endeavor

Select theme and color scheme

Facilities

- The committee should determine location
- Visit facility in order to determine:
 - Rooms available
 - Parking facilities
 - Public announcement system
(should be used in rehearsals before banquet)
 - Podium and risers (most speakers prefer)
 - Seating chart
 - Types of seating available
 - Types of meals provided (no alcohol allowed at school functions)

Printing

Programs, invitations, place cards, program covers, certificates of appreciation and merit should be completed as follows:

- Complete early to take advantage of lower costs
- Take advantage of “professional” printing or see Graphics Arts teacher in your school
- Begin approximately TWO MONTHS before banquet
- Send out invitations ONE MONTH before banquet
- Invitations may be delivered via student to save on postage costs and by school mail to school personnel
- May also print RSVP cards and/or must have some form of RSVP to respond ONE WEEK prior to banquet.

Flowers and Displays

The committee should:

- Plan flowers, etc., in advance and include in budget
- Try to get flowers and other decorations donated or make them
- Select materials and price to construct, if possible
- Create display characterizing theme, if possible
- Use as many student-created displays and decorations as possible

Expenses for Food

The person responsible for planning the meals should:

- Visit facility and discuss menu
- Choose a menu to stay within the budget
- Ask students to assist with selecting the menu, meal, gratuity, and any other costs
- Present at least three different meal quotes to membership for selection
- File record of transaction with treasurer

Program

The program should be:

- A printed program -- send to printers EARLY -- should be attractive
- Guest oriented -- student planned
- Brief and to the point (should not exceed two hours maximum)

Items to be included in a suggested program are:

- Call to Order
- Invocation
- Pledge of Allegiance
- Welcome
- Dinner
- Introduction of guests
- Recognition of professionals from community health care agencies
- Response from community or advisory committee member (may come after welcome)
- Entertainment and/or guest speaker
- Special recognition; outstanding student, outstanding supervisor (boss) and others
- Closing remarks

Rehearsed in Class

- All speeches written and practiced at least five times or as necessary
- MC auditions held and class selections
- Choose optional leaders in case of illness, etc.

Guests

The planning committee may consider:

- One employer, supervisor for each student
- Non-employer guests (optional)
 - Spouse of supervisor
 - School administrators
 - County administrators
 - Advisory committee

Social Awareness

The Chapter Advisor should:

- Table manners/etiquette
- Entertainment at home and dining out
- Discuss proper dress
- Discuss procedure for appropriate introductions
- Introduce everyone at the head table
- Appoint a host/hostess at each table