

SPORTS BANQUET GUIDE

Sports Banquet Checklist

Free printable from SportsBanquetGuide.com — print two copies, cross-check the night before.

6-8 WEEKS BEFORE

- ☐ Set the date (check school calendar for conflicts)
- ☐ Book the venue (cafeteria, banquet hall, community center)
- ☐ Set a budget (per-person cost, decorations, awards, food)
- ☐ Form a planning committee (coach + 2-3 team parents)
- ☐ Choose a theme (team colors, sport-specific decor)
- ☐ Order centerpieces and decorations early (more selection)
- ☐ Send save-the-date to families

4-5 WEEKS BEFORE

- ☐ Finalize menu (caterer or potluck coordination)
- ☐ Collect RSVPs (set a firm deadline)
- ☐ Order awards (trophies, plaques, medals, certificate paper)
- ☐ Plan award categories (include funny/team-voted ones)
- ☐ Collect baby photos for senior night slideshow
- ☐ Recruit volunteers for setup and cleanup

2-3 WEEKS BEFORE

- ☐ Send invitations (evite or paper)
- ☐ Confirm caterer and final headcount
- ☐ Write coach speech and senior night script
- ☐ Build slideshow / highlight reel (collect video clips)
- ☐ Order table linens and tableware
- ☐ Plan seating arrangement (by team, grade, or position)
- ☐ Set up a team photo sharing folder for parents

1 WEEK BEFORE

- ☐ Confirm all vendor orders (centerpieces, catering, rentals)
- ☐ Print programs and award certificates
- ☐ Prepare photo booth backdrop and props
- ☐ Test all audio/visual equipment
- ☐ Create run-of-show timeline for emcee
- ☐ Assign a photographer (or parent with a good phone)
- ☐ Prepare name tags and table signs

DAY BEFORE

- ☐ Confirm setup time with venue
- ☐ Pick up decorations and arrange them
- ☐ Set up tables and chairs
- ☐ Set up audio/video (test microphone)
- ☐ Place centerpieces and table decor
- ☐ Set up photo booth area

- ☐ Prepare goody bags or gift table (if applicable)
- ☐ Delegate a cleanup crew

DAY OF

- ☐ Arrive 2 hours early for final setup
- ☐ Set up food stations or buffet
- ☐ Test microphone and slideshow one more time
- ☐ Set up check-in table with programs
- ☐ Greet families at the door
- ☐ Run the show (follow your timeline)
- ☐ Take a team photo
- ☐ Make sure cleanup crew has clear instructions
- ☐ Collect leftover decorations and centerpieces
- ☐ Thank volunteers publicly

AFTER THE EVENT

- ☐ Return any rentals
- ☐ Send thank-you notes to volunteers
- ☐ Share photos with families
- ☐ Collect leftover awards (for unclaimed)
- ☐ Store decorations for next season
- ☐ Debrief with planning committee - what worked, what did not

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