

SPORTS BANQUET GUIDE

Sports Banquet Program Template

Copy, customize, and print - your full night mapped out.

PROGRAM COVER (FRONT PAGE)

- [] School / Team Name: _____
- [] Season & Year: _____
- [] Date: _____
- [] Time: _____
- [] Location: _____
- [] Coach(es): _____

WELCOME & AGENDA (INSIDE LEFT)

- [] Welcome message: "Welcome to the [Team Name] [Year] Awards Banquet. Tonight we celebrate a season of hard work, growth, and teamwork."
- [] Agenda / order of events: 6:00 Dinner - 6:45 Welcome - 7:00 Coach Address - 7:20 Awards - 8:00 Senior Tributes - 8:30 Closing
- [] Tonight schedule - one line per segment with start times

ROSTER & AWARDS LIST (INSIDE RIGHT)

- [] Team roster - full name list, alphabetized by last name
- [] Award list - every award category with the presenter name
- [] Special thanks - boosters, sponsors, parents, volunteers

BACK COVER - THANK YOUS & SEASON HIGHLIGHTS

- [] Season record & highlights - record, notable wins, team stats
- [] Thank you paragraph - "Thank you to everyone who made this season possible."
- [] Sponsor logos - space for local business logos

ONE-PAGE PROGRAM OUTLINE (WORKING DRAFT)

Time

6:00	Doors open, dinner served	Committee	Buffet or plated
6:45	Welcome & invocation	MC / Coach	Keep under 5 minutes
7:00	Coach address	Head coach	See speech template
7:20	Team awards	Coaches	Announce each award
8:00	Senior tributes	Seniors / captains	See senior night script
8:30	Closing & photo time	MC	Team photo on stage

PROGRAM LENGTH

TIPS

[] 2 pages is plenty - dinner events should feel tight, not padded

[] Print extras - order 10-15% more than your guest count

[] Make it a keepsake - cardstock covers and team colors go a long way

[] Include the awards list - guests love knowing what is coming

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