

AWARDS BANQUET HELPFUL HINTS

Florist:

Provincetown Florist
136 Bradford
(508)-487-2047

Flowers for:

- 1) Board of Directors
- 2) Administrative Staff
- 3) House Mothers
- 4) Program Coordinators
- 5) Professional Staff
- 6) Special Guests

- a) Head count for flowers and place order Thursday PM, latest Friday AM.
- b) **Pick up Saturday AM.**
- c) Cost will run approximately \$5.00 per corsage. Payable cash or credit card, no check.
- d) Write out list of Who will receive flowers.
- e) Obtain a couple of "helpers" for handing out and pinning flowers.

Sound System:

Mr. Emaretn (??) Perry
work: 487-2619 or 487-1000 Local radio station
home: 487-1583

Call upon **arrival** in P-town.

Make arrangement for set up at **least one (1) hour before** Cocktails.

Can be tied into video sound system. Check in advance with Gary M. or Susan Andrea.

Can take input from portable CD player or tape deck for background music.

Breakdown of equipment immediately after Banquet.

Cost approximately \$50. plus tip. Cash only.

Support people:

- 1) 1-2 door monitors to collect tickets/protect against gate crashers.
- 2) 1-2 set up & flower helpers

Awards Presentation:

Speak with most recent award winner present @ Fair

Gain their commitment to present award.

Give them name of '95 winner Friday PM or Saturday AM.

Award presentation Process:

Identify all previous award winners present.
Introduce them one by one and call them to the front of room
Turn over podium to most recent ward receipt for presentation
Assist in presentation of medals and plaques.

Special Gifts.

Check with Fair Coordinator and Executive Director for #s and names.
Identify gift presenters or plan gift presentation comments.
Work gift presentations into "eating hour"

Set Up:

Favors one (1) each at each place setting
Programs one (1) each at each place setting.
Medals & plaques at front of room.
Flowers with ID list @ entrance table.
Background Classical or light Jazz music on sound system