

BANQUET NOTES

Sunday May 19th, 2024 6:00pm to 10:00pm

Facility meeting details

Reservation #S: 02214538

1. Timing – arrival at 2pm, event 6-10, cleanup by 11pm
2. People – public, estimated 180 people (capacity with full dance floor)
3. Parking – free on weekends
4. Diagram – confirm 2 weeks before
 - a. *Rounds number and set up*
 - b. *Dance floor position*
 - c. *Stage position*
 - d. *Podium position*
 - i. *Bring adapters*
 - e. *Henna table*
 - f. *Coffee/desserts station*
 - g. *Food station*
 - h. *Photo booth*
5. Catering – follow guidelines
 - a. Pick up from restaurant one hour before event starts
 - b. Served by board members with gloves
 - c. Chafing dishes for hot foods
6. Ticketing – \$35-45
 - a. Pre sale opens March 1, closes May 12
 - b. Mariam: set up system with box office
 - i. Box office = online portal link, with fees, physical tickets possible, sell tickets in person on day of event if not sold out
7. Insurance
 - a. Jenna: DJ Ahmed CSI certificate of Insurance for Non-Affiliates + bring own equipment including speakers

Itinerary

Arrive 1pm

DJ arrive 4pm

Layout and decorations

Sweets setup 4pm

Set out gift boxes

Board ready 4pm

Check in 5:30 - 7:30 pm

Board pictures 5:30

Music starts 6pm

Food and desserts arrive 6pm

Speech by Mariam + board intros 6:30

Calligraphy and henna starts

Fashion show 7 – Farah
Food + raffles 7:30 - Nayfa
Prayer 7:40 - Ibrahim
Tableh and dabkeh 8
Draw winners 8:30 – Nayfa
Music and dancing 8:30 to 10 -Ibrahim
Say goodbye 10 – Mariam

Out 11

Activities and stations

Photo booth with flags for each country
Coordinated Dabke performance
DJ with our playlist
Fashion show
Henna and calligraphy
Tableh
Raffle

Money

***CFC Profit between 100-2400 send back to CFC, expenditure report after*

1. Take 4-5 photos of your funded event or program
2. ALL receipts for purchases going towards your event.
3. If applicable: Copies of your funded printing materials

***SRRC payment directly to food*

PAYMENT BREAKDOWN

Venue = 1280 (COVERED TICKETS)
Food and drink = 4050 (COVERED BY SRRC)
Baskets = 300 (COVERED CCC)
Dabke = 200 (COVERED CCC)
Tableh = 300 (COVERED EXEC OFFICE 300)
Desserts = 1000 (COVERED CFC)
Decor = 1900 (COVERED CFC 1400 + EXEC OFFICE 500)

Grants

SRRC grant 4050 (for food, drinks, desserts)
CFC 2400 (1000 food, 1400 decor)
CCC 500 (decor)
Executive office 800
total 7750