**OCSC PARENT VOLUNTEER EVENT**

Name of Event: End of Year Banquet

Event Timing: Late March after 13 and over State

Explanation: Team Celebration of the Year!!!

# of attendees: Winter Swimmers, families and Coaches

VOLUNTEER RESPONSIBILITIES:

**Before Event:**

1. The Board will pick the date and location
   1. Special Events Coordinator will reserve location (along w/ tables, chairs, projectors, etc)
      1. 15 tables: 5 to serve food / 1 for cake / 1 for awards
   2. Special Events Coordinator to post Event Details on TeamUnify
      1. Pot Luck dinner
      2. A-L / M – Z for side dishes and main dishes
2. Order sheet cake
3. Pick up Lemonade / Fruit Punch (Country Time) to make with coolers provided by team
4. Pick up decorations, cake plates, streamers, table cloths
5. Photo display
   1. Check with Board – Public Relations usually owns

**Day of Event:**

1. Set up tables
2. Make drinks
3. Photo display projected throughout banquet

**Recommendations from previous Coordinators:**

* Eat dinner and cake before awards presentation from Coaches
* Bring extra towels and sponges for clean up
* Bring extra serving utensils for those that forget