

## PARENT/LEADER JOB DESCRIPTIONS FOR BLUE AND GOLD BANQUET

**Food Committee:** Requires time before the banquet to purchase main course and to coordinate side dishes, drinks and desserts with the dens. Requires cooking and cleaning the day of the banquet

1. Decide main dish
2. Get team to help purchase and cook the main dish
3. Coordinate side dishes, desserts and drinks with the dens
4. Get team for cleaning the Legion kitchen

**Cake Committee:** Requires a time commitment primarily the day of the banquet

1. Ensure sufficient table space for cake display.
2. Receive cakes at banquet.
3. Register/number cakes for judging.
4. Provide cups for coins for judging.
5. Recruit judges for competition.
6. Assist with judging – measure height for tallest competition, ensure all edible components, etc.

**Decorating Committee:** Requires time commitment prior to the day of the banquet in planning, making, and collecting décor. Also requires actual decorating the day of the event.

1. Make display of the History of Cub Scouting.
2. Collect old Scout gear and display.
3. Decorate Legion hall before banquet.

**Scout Store Staff:** Requires time commitment prior to day of banquet in collecting and pricing donated and purchased items for the boys to buy with Cubby Bucks. Also requires manning the store during the banquet.

1. Collect items for sale. Pack members will donate some, while other items will need to be purchased.
2. Price items for sale. This can be done with item stickers or signs/labels on general areas or boxes on the tables.
3. Ensure sufficient table space for merchandise.
4. Operate the store during scheduled times at the banquet.

**Silent Auction Committee:** Requires time in advance of banquet in collecting items donated by businesses and others. Also requires time on the day of the banquet in displaying items.

1. Assist in distribution of letters to businesses soliciting donations.
2. Visit business on designated dates to collect donations.
3. Ensure sufficient table space to display auction items.
4. Create bid forms to display with items.
5. Be available for last minute submissions on banquet day.

**Liaison/Public Information Committee:** Requires commitment prior to event only

1. Send invitations to special guests.
2. Publicize event in local newspaper?
3. Ensure entertainment is on track and has necessary items for banquet.
4. Contact all dens and leaders to ensure invitations, placemats, and centerpieces are done. Find out if any den has special needs for the event (i.e. extension cords, microphone, or whatever).
5. Develop written program for banquet.