

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Parent/Advisor Appreciation Program

What is an appreciation program? A program or banquet to acknowledge gratitude and appreciation for those individuals who have made an impact upon the key club. The Club can make it as formal of a presentation as they like, but it does not have to be. This event is usually held at the end of the key club year, around when the district convention is held, to honor those who have helped during that year, or have made a lifelong assistance to the club or key club in general.

Who should we consider honoring? Suggestions: Parent of a Key Club member, Faculty advisor(s), school staff/administrator, Kiwanis advisor(s), Kiwanian, or Kiwanis Club.

Who should organize the event? Form a special committee to plan the event.

Locations? Reception, banquet, formal meeting, or party

Where should this be held? Dinner hall, rented banquet center, cafeteria, meeting room, outside in a tent, gymnasium, party center, hotel banquet room, or a members home.

Sample Agenda

- Welcome
- Dinner
- Introduction of all guests
- Announce special guests
- Entertainment
- Awards presentation
- Raffle, door prizes, donation collection

Event Brainstorming and Planning

- Pick a day - this should be an uneventful day in which not many activities are already planned. You don't want people to be busy on that day so they do not have time to show up at your event. Make sure that once you pick a day, it is publicized to every early, in advance of the event, so they can mark it on their calendars. Usually evening and weekend events work best for everyone. Most adults and children can meet for dinner, after work or school, and they usually don't have things planned for the weekends.
- Pick a site - Make this place centrally located for all your guests. Make sure it is easily accessible from main, visible, roads, or make sure that all your guests are given easy, clear directions to follow. Either way, make sure that all guests know of the site for the event. Depending on the venue for the event, you may need to pay to rent a banquet hall. Make sure you reserve the hall before picking a day and publicizing that day. You don't want to tell all your guests the day of the event and find out that the place you want to have it at, is already reserved.
- Pick a Price - If you're going to charge for the event, take into consideration the following: cost of meals, cost of decorations, cost of favors, cost of renting a site, and cost of awards. You need to decide on

whether you will pick up the tab, or will you charge guests for portions of the event. Unless you're trying to make a profit, try to keep the cost down and rounded to whole numbers. It makes the event more appealing and uncomplicated.

- Choose a guest list - This can be as many or as few people as you need. Just don't forget a few things: find the maximum occupancy for the room you will be in. You don't want to invite everyone and not have a place for him or her to sit in. Also, you may need to limit the number of guests, so let them know ahead of time that it will be first come first serve seating. Among the guests you invite, you may choose to have them come free of charge. If you have surplus money to pay for them, you may pick a few VIP guests to invite. These guests are the people that you'd be honored to have come to your event.
- Speakers - Among the guests you invite, you may want to include a speaker. They may make a speech to the audience as a whole, or they may also present the awards to the honorees. Whom ever they may be, they should be notified early if you plan on them speaking. They like to know this so that they can prepare and practice a speech. You may also have them there to offer an inspiration or the prayer and reflection
- Plan a Budget - This will include what you plan to spend, how much each item will cost, and how it will be paid for. This should include all planned items for the event, including all described above. Don't forget that incidents do arise, and don't forget to plan ahead and create a back-up plan if something goes awry.

Preparing and Setting Up

- Create invitations - These should be given out to prospective guests in advance of the event. If you are going to be requesting a RSVP, make sure there is enough time for your guests to respond. Make sure they look professional, as you do not want your guests to think the event is a joke and not worth their time. Make sure the invitation include, the time, place, date, who is sponsoring or producing the event, the cost, and the reason for the event.
- Pick a menu - If you will be serving food, or having it served by caterers, you will need to pick out the food to be ordered and prepared. You may choose to serve appetizers, salad, bread, meat, pasta, dessert, or beverages. It is up to you, and how much will fit into your budget. Pay attention to special dietary needs of your guests. Try to pick a non-ethnic food that everyone will enjoy. A good example is chicken or pasta. Don't forget about vegetarians. They will need to have a modified menu. If ordering food to be prepared before the event, you may want to have the guests RSVP you with their desired order. This way you will know how much of each item to order.
- Pick a Theme - You may want to create a theme to build off of for the event. You can name different programs during the event in accordance with your theme, decorate according to your theme, create favors to tie in with the theme, and title your event according to your theme. Or, you can choose to have a general professional theme in which the event is proper and your guests feel they are being presented with quality.
- Create Programs - You may want to create a program to be given to all the guests as a memento, and informational flyer as the event progresses. The programs can either be handed out at the door, or placed at each seat to ensure each guest receives one. They should include all the information on the invitation including, the event, the time, the date, the place, and who is hosting the event. They should also state who is to be receiving awards, who is presenting them, the entertainment, special or VIP guests, and any other information you feel all guests should be aware of. You may choose to place times next to each section of the program. This will be helpful for timeliness of your event, and so your guests know what time each part is to begin and the scheduled ending time.

Event Day

- Decorating - You may want to decorate ahead of time, especially if you plan on having many decorations or long assembly. Don't forget that if you are renting a hall, you may not be allowed in to decorate before the day of your event. The following are some items that you may use to decorate with: balloons, glitter, streamers, ribbon, lights, posters, banners, signs, candles, table pieces, themed items, store bought items,

items that require assembly, pictures, drawings, displays, previous awards, or anything else that the imagination can dream up. The following are items to decorate: tables, chairs, walls, ceiling, floor, napkins, plates, head table, doorways, outside buildings, pillars, columns, walkways, steps, railings, lights, chandeliers, or anything else that won't get damaged. Some things to consider are: balloons may need to be bought the day of the event, or ordered ahead of time because they often lose their helium over a period of days; make sure your guests can see all of the decorations, don't put them in unknown places; make sure the decorations do not hinder the functionality of the event or prevent movement from guests; make sure the items are fire-safe if being placed next to heat or open flame; and if you have a theme, try to make your decorations tie into the theme.

- Favors - You may decide to give each guest a favor to bring home to remember the event by. This may be a small token of appreciation to everyone for coming. It can be store bought or handmade. It should either be placed at each seat, or handed out after the event. Make sure that there is enough for all the guests, and that nobody goes home empty handed. The favors can go along with your theme to help capture the moment.
- Set-up, guest placement - Try to get your guests arranged so that they feel comfortable. Don't forget the accessibility needs of physically challenged guests. Place the VIP, special guests, honored guests, host, and announcer at a head table. The head table should be in full view of every guest and maybe raised in necessary. Place guests that register together seated by one another, but try to mix up the guests. Place guests that wouldn't normally socialize or interact next to one another. This lets new people feel welcome and lets everyone meet new people. If you are providing entertainment, make sure it will be visible from where all the guests are seated.
- Music - Pick music to be played before the actual event while people are arriving, during the event, and after the event while guests are departing. It should be music that is non-offensive, calm, and slow. Unless it is specific for your theme, a good bet is classical, or instrumental music.

Wrap Up

- Clean up - Make sure that everything is put back where it belongs, and all unused items are disposed or recycled properly. Basically clean up after yourself, so that the site you used is put back to what it looked like before you got there. If it was indoors, you may want to sweep, mop, dust, or disinfect all surfaces that could have gotten dirty. You may want to keep some things, like decorations, for the next event.
- Thank you notes - Thank you's should be given to all invited guests, special guests, VIP guests and the following people: anyone who donated anything that was used for the event, all people that helped in the production of the event, the contact person or owner of the site the event was held, and anyone else that contributed in some way to the production and success of the event.

a Kiwanis-family member

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