

Banquets and Special Events

How to Utilize Special Events to Achieve Development Goals



2019 Petrus Leadership Conference
June 23-26 | Oklahoma City, OK



Banquets and Special Events

- Fundraising
- Cultivation
- Branding/Marketing
- Mission/Story
- Spike-ups



Planning

- The Plan
- Table Hosts/Invites
 - RSVP
- Venue
 - Social Hour/Registration
 - Dinner
- Schedule
 - Speakers
 - Ask



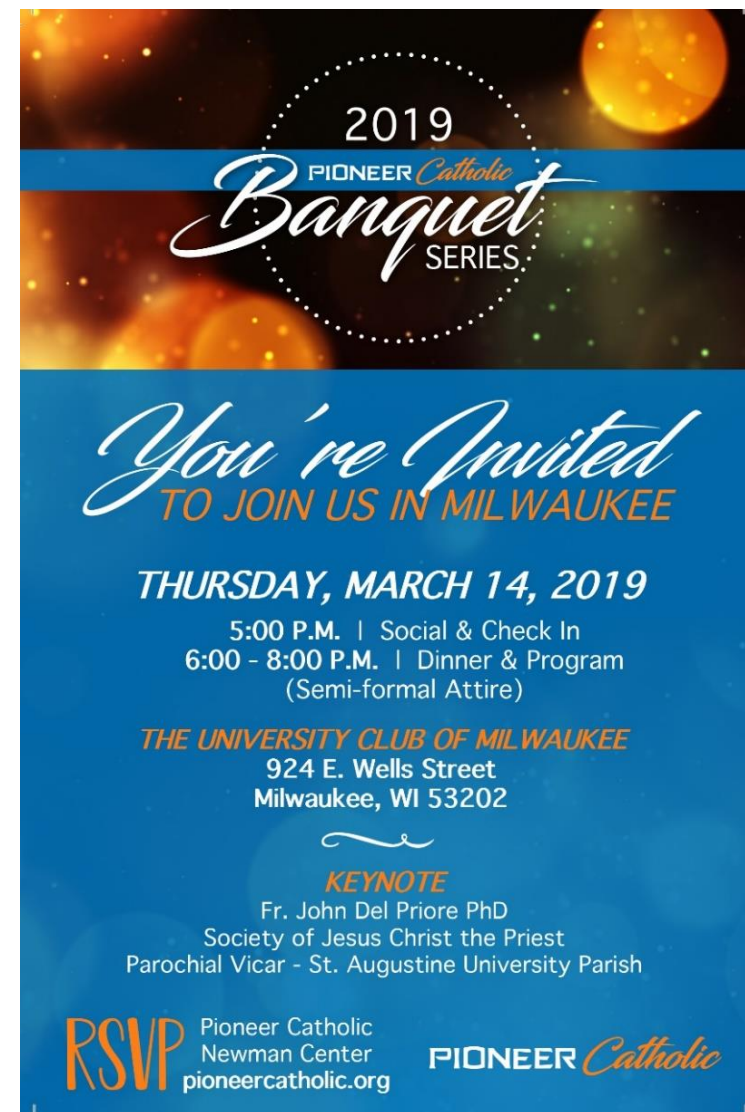
The Plan

- Create a simple format that can be replicated (steal)
 - Ex.
 - 5:00 PM – Social Hour/Registration
 - 6:00 PM – Dinner
 - 6:45 PM – Program
 - 8:00 PM – Dismissal
 - Not everyone needs to have an opinion
 - No need for add-ons
 - Can be simple and successful



Pre-Banquet/Table Hosts

- Table Hosts
 - Ask your close friends/supporters to take an active role
 - Adds an additional cultivation touch for close donors
 - Provides ownership in the progression of the mission
 - Most financial contributions from Table Hosts
- Table Host Duties
 - Will invite close friends/associates on orgs behalf
 - Will share mission and story within community
 - Will take active part in solicitation at event



2019
PIONEER *Catholic*
Banquet
SERIES

You're Invited
TO JOIN US IN MILWAUKEE

THURSDAY, MARCH 14, 2019
5:00 P.M. | Social & Check In
6:00 - 8:00 P.M. | Dinner & Program
(Semi-formal Attire)

THE UNIVERSITY CLUB OF MILWAUKEE
924 E. Wells Street
Milwaukee, WI 53202

KEYNOTE
Fr. John Del Priore PhD
Society of Jesus Christ the Priest
Parochial Vicar - St. Augustine University Parish

RSVP Pioneer Catholic
Newman Center
pioneercatholic.org

PIONEER *Catholic*



Venue

- Local, Beautiful, and Capable
- Social Hour/Registration
 - Nametags with tables specified via Table Hosts
 - Highlights “Program” w/ quick glimpse stats
 - Cash Bar vs. Open Bar
 - Mingle Central
- Dinner
 - 1 option – No choices
 - Plate Service – No buffet
 - Include dessert
 - Wine Service at table



Evening Schedule

- Stay on Time!!!
 - A competent Master of Ceremonies
- Practiced Speakers
 - Pick well!
 - No ad-lib ever
 - Levity > Depth
 - Student, Alumni, Director/Keynote, Ask
 - 4 minute talks
 - 25 minute for keynote
 - Ask is quick and specific – aided by table hosts



Post-Event

- Immediate Thank You Calls
- Set meetings with all spike-ups
- Communicate Success via a Banquet Report
 - One-on-one Meetings
 - Social Media
 - E-Newsletter
 - Newspaper
 - Etc.



QUESTIONS?

Blaine Hechimovich
Director of Development
Pioneer Catholic Newman Center
St. Augustine University Parish



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