SPRING 2007 SCHOLARSHIP BANQUET SUMMARY

Summary of Participants

**Total Number of Tables:** 14 + Head table of 8

Admissions
Black Student Union
Center for International Education
College of Business Administration
Department of Communications
Department of Modern Foreign Languages & Literatures
Department of Physics
Department of Psychology
Department of Social Sciences
Department of Sociology
Office of the President
Office of the Provost
Student Affairs
University Ministry

**Tickets Sold before Banquet:** 115

**Tickets Sold at the Banquet:** 5?

**Total Number of Tickets Sold:** ~ 120

**Businesses who donated silent auction items:**

Audubon Nature Institute
Fresco Caffe & Pizzeria
D-Day Museum

Summary of Funds Raised

**Funds raised from Ticket Sales:** ~ $2200

**Funds raised from Silent Auction:** ~ $600

**Total Funds Raised:** ~ $2800

Summary of Banquet

ISA requested $4811.86 from SGA for the Banquet and received $4591.86. The final cost was $4127.32:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>$700</td>
</tr>
<tr>
<td>Food</td>
<td>$2021.56</td>
</tr>
<tr>
<td>Speaker Travel</td>
<td>$595.5</td>
</tr>
<tr>
<td>Speaker Hotel</td>
<td>$297</td>
</tr>
<tr>
<td>Speaker Meals &amp; Entertainment</td>
<td>$118</td>
</tr>
<tr>
<td>Silent Auction Reimbursement</td>
<td>$118.66</td>
</tr>
<tr>
<td>Decorations</td>
<td>$276.6</td>
</tr>
</tbody>
</table>

**TOTAL:** 4127.32
The Banquet took place on Wednesday, April 18 in the St. Charles Room. The silent auction portion of the Banquet was scheduled to start at 6:30 PM, and most people had arrived by around 7:00 PM. Around 75 items were available and sold at the silent auction. Entertainment was provided by Michael Skinkus and his band Taino, a Cuban music group. They set up near the windows in the St. Charles Room and provided their own sound equipment. Taino played from between 6:30 and 7:10 and from around 7:20 to 8:00 PM.

Set up began around 3:30 PM and the Banquet was over by around 9:00 PM.

Problems and Possible Solutions

1. Silent auction
   a. Not enough space for silent auction items
      - I did not anticipate how much space would be needed for all of the items.
      - Depending on the number of items next year, be sure to request at least 5 tables for silent auction items.
   b. Only 3 businesses donated silent auction items
      - Donations were a result of student workers contacting only a few businesses as the ISA E-Board members did not contact any businesses
      - Emphasize contacting businesses earlier in the semester when there is ample time and students are not as busy

2. Ticket Taking at the door
   a. The ticket taking process was a bit confused and caused slight delays for people waiting to enter the banquet
      - There was only one person assigned to mark which people had entered – next time there should be at least two people
      - Seats that are reserved should be marked at the tables so that ticket takers do not have to direct people or there could be two ushers who point out where seats are available

3. Money Handling
   a. The money taken from tickets sold at the door was mixed with money from silent auction
      - Be sure to separate $ from tickets in separate envelope before taking $ from auction
   b. There was not enough change for people paying for items
      - Be sure to get small bills beforehand to provide change

4. Dining Services
   a. There was not enough plasticware even though the room was supposed to be set for 100 people
      - Be sure to confirm with Dining Services that all preparations are made for # people attending the banquet
   b. The chicken and pork were not provided in equal amounts – most of the chicken was brought out at the very end after everyone had already eaten
      - Check with person(s) in charge of food to be sure that everything will be brought out at the correct time

5. Banquet Program
   a. Not enough programs were printed originally as I was not aware that one was required for each seat
      - Be sure to print enough programs for each seat at banquet
   b. Program had inaccurate title for College of Social Sciences
      - Double check all information in the program
Other Suggestions

1. Holding the banquet during the week is likely to bring in more faculty and staff, who make up a large percentage of attendees.

2. Try to schedule the banquet before spring break because after spring break everyone is busy finishing up the semester.

3. The higher ticket cost of $20 this year was debated because it was seen as a deterrent to students, but since most ticket sales come from departments, the higher price actually helped to raise more money. I still think the issue of ticket cost should be debated for next year.

4. It was difficult to get feedback and action from students on the banquet. For next year, try to divide up the tasks as early as possible and assign to individuals rather than trying to get group feedback. For example, assign one person to research music/entertainment, one person to look into decorations, etc.

5. Finding a time to meet was a major problem this semester, so I would recommend trying to find a meeting time that will work for everyone at the beginning and sticking to a set meeting time every week regardless of how many people can show up or not.

6. Hold the general ISA meeting early in the semester and try to make the meetings fun so that all the new students get involved from the beginning.

7. Solicit feedback and input from general ISA meetings in order to get their involvement.