SPRING 2008 SCHOLARSHIP BANQUET SUMMARY

Summary of Participants

**Total Number of Tables:** 15 + Head table of 7

Admissions
Center for International Education
College of Business Administration
College of Social Sciences
Department of Classical & Modern Languages & Literatures
Department of Sociology
Honors Program
Office of the President
Office of the Provost
University Ministry

**Tickets Sold before Banquet:** 115

**Tickets Sold at the Banquet:** ~ 10

**Total Number of Tickets Sold:** ~ 125

**Businesses who donated silent auction items:**

Coldstone Creamery
Fresco Cafe & Pizzeria
Haunted History Tours
National WWII Museum

Summary of Funds Raised

**Funds raised from Ticket Sales:** ~ $1465

**Funds raised from Silent Auction:** ~ $616

**Total Funds Raised:** ~ $2081

Summary of Banquet

ISA requested $3377.03 from SGA for the Banquet and received $2655.95 (decorations were considered non-essential for the banquet). The final cost was $:

Costa Rican Students: $300
Food: $2361.55
Police: $57
Decorations: $

**TOTAL:**

The Banquet took place on Friday, March 7 in the St. Charles Room. The silent auction portion of the Banquet was scheduled to start at 6:00 PM, and most people had arrived by around 6:30 PM. Around 75 items were available and sold at the silent auction. Entertainment was provided by Costa Rican music students and Indian dance students from Tulane. Set up began around 2:30 PM and the Banquet was over by around 9:00 PM.
Problems and Possible Solutions

1. Silent auction
   a. Not enough students donated silent auction items
      - We tried to remind students multiple times to bring silent auction items, but students forget when they go home
      - When students come to get their I-20s signed, we will staple a small piece of paper to their I-20s reminding them to bring back silent auction items
   b. Only 4 businesses donated silent auction items
      - ISAE-Board members did not contact very many businesses because they seem to be intimidated by the process of asking for donations. Also, they get busy with other tasks.
      - Emphasize contacting businesses earlier in the semester or event the semester before when there is ample time and students are not as busy. Practice contacting businesses with the students so they understand how to do it.

2. Money Handling
   a. There was not enough change for people paying for items even though we had $40 in 5 dollar bills & $40 in one dollar bills
      - Be sure to get at least $80 in 5 bills & $60 in 1 bills

3. Banquet Attendance
   a. We did not anticipate the amount of attendance at the banquet – almost all seats were full
      - Try to get an idea of the amount of attendance a couple of weeks in advance so that set-up and Dining Services are prepared
      - Also, be sure to include at least 3 extra tables on top of ones that are sold to accommodate extra people who buy tickets the week of the banquet or at the door

4. Banquet Program
   a. The break when the dancing was over for people to get dessert and place their last bid on silent auction items led to a lot of people leaving
      - Rather than taking a break after the entertainment, end the auction before dinner and transition directly from the entertainment to the speaker
      - Look into possibility of moving the scholarship recipient announcement to a different part of the program because people inevitably leave as the evening goes on.
   b. I had asked the speaker if he had a powerpoint and he said he did not. Luckily, we had a powerpoint system set up because of the slideshow.
      - Be sure to double-check any needs the speaker has before the day of the banquet.

5. Announcements
   a. Some announcements should have been made that were not.
      - Be sure the e-board and speaker are introduced at the beginning of the banquet
      - Have someone introduce Debbie
   c. It was a bit difficult to understand Veena, the ISA president and announcer, at times
      - Be sure that the announcer can be understood easily and that the sound system is working properly

Other Suggestions

1. Holding the banquet on Friday seems to be the most successful in getting people to attend because faculty, students and staff are all available on Fridays.

2. Look into whether 5:30 or 6:00 p.m. is the best start time. I received positive feedback about starting the banquet at 6:00, but some people thought the food would start at 6:00. There were some complaints about being hungry, so it may be better to have the auction start at 5:30 and have the food served around 6:00. Alternatively, we could start promptly half an hour after 6:00 rather than waiting for everyone to show up as we did this time.
3. Some people mentioned that they weren't sure what to wear. Consider including some indication of the proper attire, such as “semi-formal.” Some students also indicated they thought it would make the event more “impressive” if everyone was dressed up.

4. The students decided they wanted to charge only $15 per ticket this year rather than $20 in order to encourage more individual ticket sales, but since most money is made from selling tables to departments, the lower cost meant that the banquet did not make as much as money as last year. Next year, I will suggest that the individual ticket price be set at $20, but offer a student discount. Alternatively, some students who got the free tickets indicated to me that they would not have even paid $15. So, we may want to consider whether student attendance or money raised is the more important factor in order to determine what price to set the tickets.

5. We started looking into the banquet after the Country Fair in the fall semester, which was better than last year, but even so we could have used more time to find entertainment, speakers, etc. and to figure out how much money we wanted to request from SGA. I will ask the e-board to start thinking about the theme for the banquet at the beginning of the fall semester so that we have enough time to figure out what we need.