FFA | CHECKLIST

FFA Awards Banquet Checklist

Awards banquet checklist for FFA chapters covering venue, food, awards, program, helpers, and cleanup so the event runs well and every member and guest feels welcomed.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Confirm venue and date	☐	☐	☐
Send invitations and track replies	☐	☐	☐
Confirm food and service plans	☐	☐	☐
Order certificates and awards	☐	☐	☐
Print the program	☐	☐	☐
Test sound and projector	☐	☐	☐
Assign greeters and helpers	☐	☐	☐
Set up tables and decorations	☐	☐	☐
Clean up and return items	☐	☐	☐
Send thank-you notes	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Hold a walk-through at the venue before the banquet and check items off with the committee.