FFA | GUIDE

FFA Banquet Planning Guide

Planning guide for an FFA banquet that takes officers from choosing the date and venue to sending invitations, arranging food, and thanking guests, with space to assign each job.

Farm / unit: _____ Date: _____ By: _____

1. Set the banquet purpose and theme
2. Choose the date and venue
3. Form a planning committee
4. Set a budget with the advisor
5. Send invitations and track replies
6. Plan food and service
7. Prepare the program and awards
8. Arrange decorations and sound
9. Thank guests and sponsors

YOUR NOTES

TIP Start planning early and assign one owner per task so nothing falls between committee members.