

## **Blue and Gold Banquet**

The Blue and Gold Banquet is a birthday party for Cub Scouting and usually celebrated by packs in February, the anniversary month of the Boy Scouts of America. The Boy Scouts of America began in 1910 and Cub Scouting began 20 years later. In February 2005 Cub Scouting in the USA was 75 years old. The Blue and Gold Banquet is probably the most exciting event of the whole year because all families can take part. Every pack is different in numbers of people and budget, so what you read in this and other Pow Wow books or resources are guidelines and suggestions. The final decisions and details will have to be decided by your pack, with the banquet committee working closely with the pack committee.

Some packs make the dinner a potluck affair with each family bringing a covered dish; other packs prefer buying the food and having it prepared by a parents committee or catered, and then prorating the cost among those attending.

Blue and Gold Banquets should be scheduled when the pack has their [annual planning conferences](#). The pack committee should recruit a banquet chairperson and sub-committee early in the fall. The banquet chairperson should be someone who is an organized person, and can work with other adults. He or she will need to pay attention to small and large details, and see the overall picture making sure all details are taken care of.

The theme should be decided by November or December so that the den leaders have time to plan. Also, the banquet committee should make it clear what decorations they will make and what they expect the dens to make (i.e., table clothes, place mats, centerpieces, place cards, programs, napkin rings and invitations).

[Invitations](#) should be sent to all the families in the pack and to special guests at least one month ahead of time with an RSVP to one committee member.

The [program](#) may include the schedule for the banquet, names of pack leaders, committee people, special guests, songs, skits, and a brief history of the pack.

Details like reserving the building should be done early. Banquets can be held at the regular meeting place or at a different establishment. Dens and their families should sit together. Plan for exhibit and display tables. The cost and food preparations plans should be decided several months prior to the event.

The committee chairman should take the opportunity to recognize the adults and leaders who helped the pack during the year. Pack leaders should give support to the banquet committee. They should make sure that they have the resources available to help them. Banquet committee members are to involve other adults (who are not currently in cub leadership positions) parents are a great resource. And don't forget the most important "rule" of all-

***KISMIF - Keep It Simple Make it Fun!***

## Planning Your

### BLUE & GOLD BANQUET

#### **What Type of Meal?**

There are several options a pack can consider. One option is pot-luck where each family brings a dish to share with everyone else. Be sure to have them provide enough for their family +2 since there will be guests attending. Another option would be for the pack to purchase and supply the meat and other items such as paper products, utensils and beverages. Each den could be assigned salads, vegetables, breads, or desserts. If your budget allows, your pack may decide to have the meal catered. This is the easiest way to go, but also the most expensive.

#### **How Will the Pack Pay for it?**

Some packs pay for all of the Banquet costs by budgeting it in at the beginning of the Scouting year and earning sufficient funds through popcorn sales or other fund raisers throughout the year. Other packs charge those attending (if the meal is catered). A good idea is to add \$1 per person to cover the cost of decorations and guest dinners unless your pack can afford the extra cost.

#### **How Much Food and Seating?**

It is best to have families make reservations and pay in advance or you will not be able to plan for the proper amount of food and your pack may have to pay for food planned on but not eaten. A simple RSVP on each invitation could be returned along with the required amount of money.

#### **Decorations, Invitations, Programs?**

It is always more fun for the boys to be involved in their banquet. If your pack decides for the boys to make some of the decorations, it would be a good idea to enlist and rotate extra parental help at den meetings prior to the banquet. The programs could be done by a parent; ask if anyone in the pack enjoys computer work or works at a print shop. Remember to use all your families' talents and resources. Your invitations list should include the head of your Charter Organization and the Chartered Representative, and also may include a local Scoutmaster, and any other people who have been particularly helpful to your pack like [district workers](#) or the staff of your meeting place.

## Suggested Timetable

Time Prior to B&G	Activity
4 months	Select Blue & Gold Committee; Set/reserve date, time, place; Select theme
3 months	Dens work on decorations; Plan the program; Committee meeting report
2 months	Make guest list; Committee meeting report
1 month	Mail invitations; Re-check facilities; Print program; Committee meeting report
2 weeks	Turn in award orders; Complete decorations; Verify RSVP counts; Check on food preparation
Banquet day	Set up room; Enjoy Banquet; Clean up facilities

## **Steps to Planning a Blue and Gold Banquet**

### **1. Select date, time, place:**

- The banquet often takes the place of February pack meeting, although it is not necessarily held on the regular meeting night.
- In selecting the place, consider the following:
  - 1. Adequate space for seating and displays.
  - 2. Availability of parking space, rest rooms, coat racks.
  - 3. Program needs, such as microphones, stage, etc.
  - 4. Convenience for food preparation and/or serving.
  - 5. Reserving the meeting place well in advance.

### **2. Dinner**

- Select meal plan - catered, potluck, etc.
- Determine serving needs - kitchen and utensils.
- Select menu and estimate cost.
- Assign serving and cleanup jobs.

### **3. Program**

- Entertainment
- Props for skits and ceremonies.
- Recognition for boys and leader.
- Make assignments for various parts of the program:
  - 1. Invocation
  - 2. Welcome and introduction of guests
  - 3. Ceremonies
  - 4. Recognitions
  - 5. Entertainment

### **4. Decorations**

- Room decorations
- Table decorations
- Displays

### **5. Publicity**

- Inform all pack families of date, time, place, and cost.
- Invitations - consider inviting guests such as the head of the Chartering Organization, school principal, Chartered Organization representative, Scoutmaster, [District Executive](#) and [District Commissioner](#).

## **Sample By-Date Calendar**

**Based on the Blue and Gold being held the last week of February. Adjust accordingly:**

### **August**

At the annual Pack planning meeting decide date, time, and place for Blue and Gold banquet if possible. If a school location is desired, be sure all requisitions for building are started. Recruit Blue and Gold chairman.

### **September or October**

Recruit committee sub-chairmen:

Physical arrangements

Invitations

Program

Dinner

### **November**

Location selected and reservations made.

Subcommittees to begin duties as stated.

### **January**

Week 1: Blue and Gold committee to meet with Den Leaders to give directions for decoration, program, invitation information, etc. Dinner committee decision made. Entertainment secured or assignments made Physical arrangements committee to visit location of banquet to check out needs.

Week 2: Dens to begin work on decorations.

Last Week: Invitations for Blue and Gold Banquet to families.

Special guest invitations mailed.

### **February**

Week 1: Reconfirm location, time, and place. Reconfirm entertainment. Buy supplies, plates, coffee, etc.

Week 2: Program agenda ready for printing. Deadline for R.S.V.P.

Let dinner committee know of reservations to make final food orders.

Week 3: Make seating chart. Give to setup committee.

Banquet Day:

Early PM - setup Scheduled time - This is it, have FUN!!

Late PM - clean up. Be sure to write "Thank You" notes for entertainment, donations, etc.

## **Committee Sub-Chairmen**

### **Physical Arrangements Committee:**

- Make arrangements for banquet location approximately 6 weeks in advance.
- Checks seating capacity - number of tables available.
- Estimates attendance.
- Checks lighting, stage, heating, public address systems.
- Locate rest rooms - makes sure they will be open.
- Checks availability of coatroom or coat racks.
- Makes floor plan of tables, plans seating, head table (if desired).
- Makes arrangements to get into building early the day of the banquet.
- Sets up tables and chairs for the dinner.
- Informs dens what time they can decorate. (Be sure to allow time for people to get home and change for dinner.)
- Arranges for clean-up committee.

### **Invitations Committee:**

- Sends written invitations to honored guests.
- Follow up to see how many guests plan to attend and notify the physical arrangements committee so seating can be planned.
- On banquet night, meet guests at the door, furnish them with a name tag, and help them find their seats.
- Be sure it is made clear to all Dens who is to be invited and if limits have to be made on attendance of family members and explain why.

### **Program Committee:**

- Determine whether guests will be seated at the head table or with dens. Notify physical arrangements committee so seating can be planned.
- Selects Master of Ceremonies.
- Makes assignments for various parts of the program:
  - Invocation.
  - Welcome and introduction of guests.
  - Ceremonies (Opening, closing, recognition)
  - Recognition of leaders.
  - Entertainment (den entertainment preferred).
- Plans room decorations - exhibits, displays (table decorations can be handled by dens).
- Makes copies of program for people participating or you may wish to have a printed program for everyone attending.
- The Cubmaster should be a member of this committee.
- Avoid speeches on the program.
- Include a planned activity for small children so they don't run wild. The Den Chiefs could be asked to help.

The program committee needs to decide on decorations for the guest table and the rest of the banquet room. For the guest table, a den or dens could be asked to make extra decorations or else the program committee can decorate the guest table. Keep in mind who the guests are; some people would probably appreciate the effort put in by the boys but on the other hand, the committee may decide that a more “professional” hand is desired in decorating.

#### Dinner Committee:

- Decides serving method: catered, potluck, etc.
- **If catered:**
  - Contact caterer - agree on menu and cost.
  - Take reservations and estimate cost.
  - Check with caterer on time of delivery,
  - Find out if he provides plates, silverware, drinks and dessert.
  - Plan two serving lines, if more than 150 people attend.
  - Collect money prior to banquet.
- **If potluck:**
  - Decide if dens will plan their own menus - or if each den family contribute to an overall menu.
  - If dens plan their own menus, each Den Leader should provide a coordinator.
- **If committee prepared:**
  - Select menu
  - Recruit committee to prepare food.
  - Take reservations and estimates attendance.
  - A few days before banquet, purchase food and deliver it to members of the committee who will be preparing it. It is easier to purchase food from the pack funds then replace it when money is collected from everyone.
- Decide if the pack will provide such things as salt, pepper, sugar, napkins, drinks, etc. If so, make arrangements to buy or have things donated. Inform the dens of your decision.
- Each family can bring their own plates and silverware.
- Plan to have cake or cupcakes. This is Scouting's Birthday!!!

#### **Invitations**

What is a Blue and Gold invitation? It is just about everyone's first notice that something special is coming in Cub Scouting. Put your best face forward. What should an invitation look like? It can take almost any shape but it should reflect the ideals of Cub Scouting and the type of celebration you are planning. What information should be on the invitation?

Who's doing the inviting.. . the pack number.

What they're invited to.. . a banquet, celebration, birthday party, ice cream social, etc.

When the celebration is to take place.. .the date.

What time the celebration starts.. . the time.

Where the celebration is being held.. . the name and address of the facility.

R.S.V.P...the name and phone number of the den leader.

- Who makes the invitations? The Cub Scouts. Keep it simple, make it fun.
- Who do they invite? Every Cub Scout family, Clergy, Scouting coordinator or sponsor [Unit Commissioner](#), [District Executive](#), [District Commissioner](#), Scoutmaster of area Boy Scout troops, Past Cubmasters, The “owner” of the banquet facility, Guest speaker, Entertainer....
- When should the invitations be delivered?
- Three weeks before your celebration.

### **The Program**

#### **Typical program:**

- List of pack leaders List of den leaders
- List of Den Chiefs
- Scouting coordinator
- Sponsoring coordinator
- Sponsoring organization
- Principal of school
- Pastor of church
- Poems
- Prayers

#### *Typical banquet agenda:*

- Opening ceremony
- Invocation
- Dinner
- Songs
- Welcome & introductions
- Greeting from head of chartered organization
- Induction ceremony (if any)
- Entertainment
- Advancement awards ceremony
- Recognition of leaders
- Graduation ceremony (if any)
- Announcements and thanks
- Closing ceremony



### Quantity Buying Table

If you want to serve at least 25 people, you might want to use this buying table as a "Rule of Thumb". This is when the Pack is considering buying the entree. Use this table as a guide to have a well balanced, and a nutritionally sound meal.

Lettuce	3 medium Heads	Ketchup	3 regular bottles
Salad Dressing	3 bottles	Ham	8 to 10 lb.
Baked Beans	4 quarts	Chicken (fried)	45 pieces
Potato Salad	1 quart	Hot Dogs	6 - 1 lb packages (8 per pack)
Macaroni Salad	2 quarts	Hot Dog Rolls	6 packages (total 48)
Jell-O Salad	9" ring	Turkey	12-14 lb.
String Beans	3 cans	Butter	1 lb
Peas	5 cans	Dinner Rolls	3 packages (12 per package)
Hot Coffee	1 lb or 24-32 cups	Birthday Cake	3 Standard 9" cakes
Iced Tea	1 gallon	Cup Cakes	36 (some do want seconds)
Punch/BUG Juice	3 gallons		

Don't forget the plastic ware, cups, napkins, and the paper/plastic plates.

# BLUE & GOLD DECORATIONS

## SIZE

- Think big!
- 2-4 feet across for shapes and objects
- Simplified shapes
- Outline them in dark color to give better definition

## THEME

- Repeat object around the room
- Coordinate the entry, hall, and room
- Use items related to the program theme



## COLOR

- Use bright colors
- Use bold colors for contrast
- Use a scheme of 2-3 colors

## LETTERING

- Use a style to match the theme (logger font for woods, gothic for medieval, etc.)
- Make letters at least 6" high
- Add variety (outline, solids, checks, etc.)

## CONSTRUCTION

- Use overhead projector to enlarge images onto craft paper.
- Stuff tissue paper into chicken wire to make 3-D shaped decorations.
- Hang stuff from ceiling or wall with mono filament line (invisible string.)



## MATERIALS

- Paper/foil/poster board,
- tissue/crepe
- Wood/wire
- Fabric
- Ribbon/raffia
- Props/artifacts
- Corrugated cardboard rolls

## SPECIAL

- Hang items from ceiling, even centerpieces, for added interest
- Use 3-D displays (don't let everything be "flat")
- Silhouettes are easier than detailed drawings
- Murals
- Mobiles and movement
- Streamers from ceiling to table
- Add recorded sounds and smells