

“Recognition Banquets”

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“**Recognition Banquets**” are staged and conducted in order to honor others in a very public way. The operative words are “Honor” and “Others”.

Remember, “Recognition” is an element of “ACCEPTANCE”, one of the 4 primary things that motivate people to act. This is an important event. It must be handled as such. Let’s discuss them using the “What, When, Where, Why & How” format.

What

Recognition banquets are fancy dinners staged to honor one or more persons in the presence of other interested parties.

When

Stage them ASAP after the events occur which give rise to the deserved recognition.

Where

Hold it in a fancy restaurant or banquet hall in a 4 star hotel, aboard an evening cruise ship, in a private club, etc.

Why

Generally, to motivate recipient and the attendees to behave in a way as to be similarly honored henceforth. Specifically, to reward the honorees for a job exceptionally well done (win contest, exhibit valor, achieve a near impossible feat).

How (big subject – can be covered much more extensively)

1. Transportation - Limousine service for honoree(s); prepaid valet service for all at entrance to facility.
2. Room – Private; insulated from outside noise; spacious; richly appointed; ample comfortable seating; easily secured against outside interference and to assure inside safety; satisfactory electrical power / lighting / heating / cooling / electronic equipment / public address system; easy access to loading dock; furnished as appropriate (consider hiring a professional party staging firm to rearrange furnishings, bring in other items, or replace everything, add floral arrangements, entertainment, live music, special effects, etc).
3. Place settings – Name cards to assure prearranged seating is observed; expensive crystal / china / silver / napkins; center pieces; party favors.
4. Food – Gourmet quality; ample supply; 7 courses minimum each elegantly presented; premium table service w/ 2 attendants minimum per every 8 attendees.

5. Refreshments – Fine wine(s) / waters / coffee(s) / liquor / liqueurs.
6. Dessert – Prepared at tables; flaming?
7. Guests – Peer group; local management; higher management; famous outside person or celebrity; possibly the local relatives of the recipient(s).
8. Awards – Whatever is chosen, make them stylish, expensive and much admired by all in attendance.
9. Presentations – Can employ many different formats (this can be a subject in itself).
10. Overnight accommodations – Normally not expected unless the event continues into the wee hours of the following morning or were intended and announced beforehand. If part of the plan at the onset, add child care at home for honorees' children and any others who intend to stay the night.
11. Intoxication – Let no one leave inebriated. This can be dangerous for persons & costly for the host employer.
12. Aftermath – Post event coverage / reporting should be widespread w/ pictures, interviews, etc. to achieve maximum desired benefits.

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