



March 2023

Hello 4-H Banquet Hosts!

Thank you for volunteering to be a 4-H Host at 4-H's Annual General Meeting Recognition Banquet on March 18, 2023! The banquet will consist of supper and a recognition evening wherein we will be paying tribute to many sponsors, donors, Hall of Fame inductees, and special guests.

WHAT IS A 4-H BANQUET HOST?

- **A 4-H Banquet Host looks after the well-being of a sponsor, donor, or special guest during the AGM Recognition Banquet. You accompany your guest and see to their well-being before and during the entire banquet.**
- The people who require ambassadors include: corporate sponsors (companies & businesses); Individual donors; 4-H Hall of Fame inductees, and special guests (such as Saskatchewan 4-H Foundation members).
- For the evening, you will be the “Face of 4-H” to your guest. 😊

WHAT DO I DO?

- **Attend the Banquet Host meeting immediately following the AGM business meeting on Saturday afternoon**
- Familiarize yourself with the “**The 4-H Banquet Host: Tips & Conversation Starters**” attached to this letter
- Assist and entertain your guest before and during the banquet
- Learn these **specific duties** that all 4-H Banquet Hosts should know:
 - ◇ Familiarize yourself with the table where you and your guest will be sitting.
 - ◇ Await your guests in the designated area. Remain attentive and wait to be called on by a 4-H staff person once your guest arrives.
 - ◇ Greet guest at the registration table—be sure to shake their hand! Offer to take their coat to the coat check.
 - ◇ Offer to get them coffee or tea and show them around the AGM area.
 - ◇ Talk about your 4-H experience and get to know them (see “Conversation Starters”, attached).
 - ◇ Sit with them at your table during the banquet and program.
 - ◇ Make sure they know how thankful 4-H is for their support!

HOW DO I DRESS?

- Attendees are **expected to dress formally for the Recognition Banquet on Saturday night**. A long-sleeved collared shirt and tie or suit jacket works well, or dress pants and a dress top, or formal dress. No jeans or casual wear.

WHEN DO I ARRIVE AT THE BANQUET & WHAT DO I DO ONCE I'M THERE?

- Banquet Hosts will need to be organized before the banquet reception. You will be given a sign to hold with your sponsor's name on it and will be asked to sit in the designated area for Banquet Hosts.
- Please pay attention to the 4-H Staff who are organizing the Banquet Hosts and listen for your sponsor's name.
- When the sponsor you are paired with arrives and the 4-H Staff person comes and gets you, please attend to your guest promptly. We do not want the guests to have to wait for their Host.
- If you have any questions or concerns, the 4-H Staff is there to help!

4-H SASKATCHEWAN BANQUET HOST OVERVIEW:

As a 4-H Banquet Host, you will be representing 4-H Saskatchewan to your guest. It is important to show guests that their investments truly help to build responsible, respectful, assertive and confident youth leaders — otherwise know as... YOU!

As a 4-H Banquet Host, you are asked to express appreciation, in words and action, to our sponsors while demonstrating how 4-H contributes to the positive development of young people. You will be the official 4-H Saskatchewan messenger, or “Face of 4-H” to your guest, and you will represent all 4-H members in the province to your sponsor.

MORE ABOUT WHO YOU’RE HOSTING:

As an Banquet Host, you will be assigned to host one of these special guests:

- **Corporate Investors**—are representatives of a company or organization that donated to 4-H this past year. All Corporate donors will be presented with a certificate or plaque of recognition during the evening.
- **Individual donors**—are *individuals* who have donated a significant amount of money to 4-H, and have been invited to the banquet because they have reached a new level of sponsorship this year, or are continuing to give considerable donations to 4-H Saskatchewan. All individual donors will be presented with certificates or plaque.
- **Hall of Fame Inductees**—are past or present 4-H Leaders, or their families, who have volunteered a significant amount of time and hard work for the betterment of the 4-H program.
- **Saskatchewan 4-H Foundation**—This includes our Foundation members, and some Board of Directors. The 4-H Foundation receives and administers funds donated to the 4-H program and is run by several valued volunteers.

IMPORTANT LAST-MINUTE DETAILS:

The banquet reception begins at 5:30 p.m., and the banquet commences at 6:00 p.m. Some sponsors do arrive early for the banquet, so therefore:

You must be at the registration table by 5:15 p.m. SHARP to welcome your guest.

When the meal is finished, the Saskatchewan 4-H Foundation chairperson and banquet MCs will lead the tribute to the sponsors and donors. All investors present will be asked to stand and wave to the crowd. They will NOT have to walk to the stage, so you don’t have to direct them to leave the table at any time.

WHAT DO I DO AFTERWARDS?

After the banquet has concluded, your host duties will be fulfilled. Be sure to thank your guest again for their support to 4-H, and for coming to the banquet. Tell them how much you enjoyed their company.

Please remember at all times that you represent all 4-H members in Saskatchewan to your guest. Please be sure to always behave in a manner that will build a strong, positive view of 4-H members.

If you have any concerns before or during the banquet, please talk to the 4-H staff person facilitating the Banquet Hosts.

HOW TO PREPARE:

After reviewing this letter, please review the attached document entitled “*The 4-H Banquet Host: Tips & Conversation Starters*”. Not only are these helpful in talking with sponsors and donors at our AGM banquet, they are great tips for any social setting!



CANADA
4-H Saskatchewan

THE 4-H BANQUET HOST Tips & Conversation Starters

4-H BANQUET HOST TIPS

- **Be prepared to tell your guest a little about yourself** (your hometown, 4-H club, family, hobbies, etc. and *especially your involvement with 4-H and your goals for the future* – you never know where your connections in 4-H will take you. You may be hosting your future boss! 😊)
- **Prepare a few questions ahead of time to ask your guest**, so you can find out a little more about them, their work/organization and involvement with 4-H (see *Conversation Starters* on the next page).
- **Know some 4-H facts that will allow you to tell your guest a little more about 4-H**, and why it is a good organization to continue to invest in. You can mention how 4-H has benefited you, and made a positive difference in your life.
- **Arrive EARLY to greet your guest** (some arrive very early!). If your guest is late, wait for them in the reception area. Welcome them and escort them to their table as quickly and as quietly as possible. If they express concern or regret about being late, reassure them that it is all right, and that you are glad they made it, no matter what time!
- **Find out ahead of time where you and your guest are going to be seated, and lead them there when they are ready (usually toward the end of the reception time and leading into the banquet, a little before 6:00 p.m.)**
- **Introduce yourself**, and tell them that you will be their host for the evening. (e.g. “Hello. My name is ... and I’ll be your 4-H Banquet Host this evening.”) **Say your name clearly, so they can remember it.** Use your full name again when you introduce your guest to others at your table so they have another opportunity to hear it, in case they have forgotten it. (e.g. “I’m Jane Doe, and this is my guest, Ms. Penny Clover, from Company Inc.”)
- **Remember your guest’s name!** If you do forget, sneak a peak at their name tag. ;)
- **Always address your guest as Mr., Mrs. or Ms., unless they invite you to call them by their first name.** (If you don’t know a woman’s title, always use “Ms.”. Never use “Miss” or “Mrs.” if you are unsure of her marital status.)
- **Introduce them to other people, especially at their table.** (e.g. “I’m Jane Doe, and this is my guest, Ms. Penny Clover, from Company Inc.”). While mingling at the reception, you could also introduce them to other members or leaders, or board or staff members that you know. This helps you and your guest(s), because a conversation is easier to keep going (and possibly more interesting!) if there are more people involved.
- **Offer to check their coats:** “Can I check your coat?” If they say yes, take their coat and hang it up for them.
- **Offer to get them a drink and refills before the banquet.** You may also invite them to help themselves to more.
- If you must leave your guest for a moment or two, **excuse yourself and return as soon as possible.**
- **Remain standing until your guest is seated.**
- **Allow your guest to go ahead of you in the buffet line.**
- **Wait for your guest to begin before you start to eat.**

- **Keep an eye on their needs** (more coffee, cutlery, etc.) and request it from the Banquet staff or get it for them.
- ***Talk to them* and others at your table, and *listen actively* to their responses. Give them plenty of opportunities to speak and ask them questions about what they're saying.** Give them your full attention.
- If they ask you questions about yourself, or about the 4-H program, always respond with more than “yes” or “no”. They'll appreciate you keeping the conversation rolling. Try to include others in the conversation as well.
- Show a personal interest in them, the work they do and their involvement with 4-H.
- ***Thank them, sincerely, for their support for 4-H and tell them how much you enjoyed meeting them.***
- If your guest(s) offers you a compliment, say “Thank you”. If they thank you for hosting them, reply with something like, “It was my pleasure,” or “I enjoyed it.”
- If you really want them to know how much they are appreciated, **follow up with a short note thanking them for their support and attendance at the banquet**, and telling them how much you appreciated the opportunity to meet them. Restate one thing that you (or others at your table) discussed that night. You can get their address from a business card (ask for it at the end of the night) or from the provincial 4-H office.
- If you ever feel uncomfortable with or distressed by your guest, consult the 4-H staff person in charge of Hosts.

CONVERSATION STARTERS

The following are suggestions for keeping conversation going with your sponsor and your table:

- Have you, or anyone in your family, ever been a 4-H member or leader? How long were you involved? What 4-H projects did you take? How did your involvement benefit you? Do you have a favourite memory of 4-H?
- Is there anything about 4-H that you would like to know more about? (If you don't know the answer, find someone who does and get back to them with the correct information later.)
- What kind of work do you do? How long have you been doing this kind of work? What do you especially enjoy about it? What are the things you don't enjoy as much?

For corporate guests, consider asking more questions about their organization and career, such as:

- What led you to choose this particular career/occupation?
- What do you enjoy about working for your company?
- How did you prepare for your occupation?
- Would you advise young people to consider this career area?
- What advice would you give to someone my age considering their educational and career options?