

Spring 2025 Awards Banquet Continuity Document

Planned By: C/Scott, Julia & C/Anifowoshe, Purity

Event Date: 3 May 2025

Location: 1650 Kenly Ave, Lackland Air Force Base, TX 78236

Event Start Time: 1100

Cadet/Guest Show Time: 1030-1045

Event Overview

Purpose of Event:

The Awards Banquet is a formal event where the program recognizes and celebrates the achievements of cadets. It's a time to honor individual excellence in academics, military performance, leadership, and other areas. While also celebrating with friends!

Target Audience:

Cadets, family, and friends.

Theme (if any):

Military Formal Dining In

Taskers (in order of importance)

1. Contact Ms. Rita Branham and secure the venue for your desired date
2. Create/Edit the "Awards Banquet RSVP" Google forms to send out to cadets and chose:
 - a. Meal options
 - b. Ticket Pricing
 - c. Total guests allowed per cadet
3. Secure volunteers for the event
4. Collect and send the base access request form to corresponding cadre member
5. Order the cake/dessert for the event
6. Make the slides & Pamphlet for the banquet
 - a. Yearly Recap Slides
 - b. Gold Bar Presentation Slides
 - c. Senior Baby Photo Slides
7. Edit and present the Awards Banquet slides at LLAB
8. Pay for and get the total cadet/guest count for the event

***More details for each tasker are provided below**

1. Venue & Catering

Contact Information:

- Ms. Rita Branham
- Phone: (210) 645-7034 ext. 129
- Email: rita.branham@us.af.mil


Action Items:

- Confirm if Ms. Branham is still at the Gateway Club with Mr. Llano.
- Get with Mr. Llano and figure out a good date for the event
 - Get 2 options just in case one isn't available
 - It generally falls on the weekend after the last LLAB of the semester
 - This year it was a week before the last because they didn't have the date available
 - Try not to schedule the banquet for the first weekend of the month (reservist have their training event that weekend)
- Contact Ms. Branham to reserve the venue.
 - Call the number provided above and mention you're with Det 842. She's familiar with our banquet process.
 - Make sure you have the following information for Ms. Branham
 - Date for the event: Weekend after last LLAB
 - Estimated guest count: ~210
 - Time: 1100-1500

2. Awards Banquet RSVP Form

- 2025 Awards Banquet Form: [RSVP Template](#)

Action Items:

- Verify all information you need to collect is on the form (this changes from year to year)
- Send the forms out NLT a month out from the event if not 2
 - Send reminders for the form regularly and work with PA team to get it on their weekly newsletter so cadets can access it easily
- Send out slides about the banquet so cadets know what it is:  Awards Banquet Information

a. Meal Options:

- You can whichever meals you'd like on the catering list, these were the most cost effective
 - Past options: Chicken Marsala, London Broil, Vegetarian Lasagna
 - [2025-Catering-Guide-May-2025.pdf](#)
- Coordinate Cadre and guest meal preferences with Mr. Llano.

People count		Meal Count	
Total number of guests	80	London Broil	94
Total number of Cadets	124	Chicken Marsala	106
Total people	204	Vegetarian Lasagna	4
POC	43	Total meals	204
AS400/Extended	23	Do # meals = # people?	Yes
AS300	20		
GMC	62		
AS200	27		
Whiskey	11		
SCRay	6		
Yankee	10		
AS100	35		
Alpha	13		
Bravo	9		
Charlie	13		

b. Ticket Pricing:

- Ticket Price: \$25 for guests and \$15 for cadets (need to confirm with Mr. Llano)
 - I highly recommend setting up a fundraising event to continue to make the event free for all cadets
- Set up Venmo and a physical money box for payments (at the detachment).
 - Work with Booster club to keep track of the money

c. Total guests allowed per cadet:

- This year we allowed 5 guests per cadet, however if necessary we allowed for more.
 - If the event becomes mandatory for cadets this year, I recommend cutting the total guests allowed to either 1 or 2 per cadet to account for the space allotted at the venue.
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3. Event Roles & Volunteers Needed**Master of Ceremonies**

- Volunteers Needed: 2 Cadets
- Responsibilities:
 - Meet with Mr. Llano to go over the script and make edits
 - Rehearse script with Honor Guard and POW/MIA team

Honor Guard

- Volunteers Needed: 1 Lead Cadet + 3 Cadets
- Responsibilities:
 - Present the colors at the Banquet
 - Assist with award distribution

POW/MIA Table Presentation

- Volunteers Needed: 1 Lead Cadet + 3 Cadets (from honor guard)
- Responsibilities:
 - Bring setup materials (tablecloth, rose, candle, lemon, etc.)

Audio/Visual Support

- Volunteers Needed: 2 Cadets
- Responsibilities:
 - Bring laptop with HDMI
 - Test and run slides/videos

Needs to be technologically savvy

National Anthem

- Volunteers Needed: 1 Cadet
- Responsibilities:
 - Coordinate with A/V for music cue

Needs to have full service dress

Invocation

- Volunteers Needed: 1 Cadet
- Responsibilities:
 - Bring printed invocation and get it checked prior to the event
 - Rehearse with MCs before event

Check-In

- Volunteers Needed: 2 Cadets
- Responsibilities:
 - Manage check-in spreadsheet
 - Distribute meal tickets: Red (London Broil), White (Chicken Marsala), Green (Vegetarian)

Ushers

- Volunteers Needed: 1 Lead Cadet + 2 Cadets
- Responsibilities:
 - Welcome and guide guests
 - Provide assistance during arrival

Public Affairs (Photographers)

- Volunteers Needed: 1 Lead Cadet + 2 Cadets
- Responsibilities:
 - Take candid and group photos
 - Capture key ceremony moments and all awards presented
 - Bring extra battery/memory card

Here's what I sent out to the volunteers a week prior to the event:  **Awards Banquet Roles**

4. Base Access


- Use Google Form/survey to collect guest access info.
- Required information:
 - Full Name, DOB, Country of Origin
 - Valid photo ID info: type, number, country/state of issue
 - Email Address

UAR (Unescorted Access Request) Form:

- Use updated version in Adobe Acrobat (provided by cadre)
 - Add sufficient blocks for all guests—**no blank fields**
 - Include Cadre guests (if necessary)
 - Submit **no later than 10 days before the event** (to assigned cadre)
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5. Order the cake/dessert for the event

Make sure you order enough cake for everyone!

- **Bundt Cake** (Nothing Bundt Cakes)
 - Received as a donation from Nothing Bundt Cakes
 - Phone: (210) 512-9602
 - Email: sanantonio-lacantera-tx@nothingbundtcakes.com
 - Address: 17038 Fiesta Texas Dr Suite 110, San Antonio, TX 78256
- **Sheet Cake** (Sam's Club)
 - Costs roughly \$40 for a full sheet cake
 - I recommend ordering one full sheet cake, some cupcakes, and cookies if you can't get the donation from Nothing Bundt Cakes
 - Here's the design we used:  Copy of Cake topper
 - You can print the image you want and take it to the Sam's club bakery (in person) when ordering the cake.
 - Address: 5565 De Zavala Rd, San Antonio, TX 78249

*Schedule the pick-up times for the morning of the event

Good Afternoon Ms. Mujica,

I hope this message finds you well! My name is Julia Scott, and I'm a cadet with AFROTC Detachment 842 at UTSA. I'm reaching out to kindly inquire about the possibility of receiving some sampling trays for our upcoming AFROTC Banquet, which will be held at Lackland Air Force Base on May 3rd.

Nevaeh Douglas shared your contact information with me, and I truly appreciate you taking the time to consider this request. We're expecting approximately 200 people to attend, and any support you could provide would mean a great deal to us.

Please don't hesitate to reach out if you have any questions or need additional information. Thank you so much for your time and support!

6. Slides, Pamphlet, & Air & Space Force Song

a. Yearly Recap Slides

- These are used at the beginning of the banquet as people are entering the room and finding their seats. You can ask cadets to submit photos or just use the ones from PA, make sure to include pictures from the Fall and Spring semester!
- 📁 1_Yearly Recap

b. Gold Bar Presentation Slides (include both Spring and Fall graduates)

- 📁 Gold Bar Presentation Awards Banquet 2025

c. Senior Baby Photo Slides (include both Spring and Fall graduates)

- Start getting photos from all the seniors asap so you have plenty of time to make the slides
- Imbed music to the slides (Find someone tech savvy who can do this, if you need help)
- 📁 Senior Baby Photos Awards Banquet Spring 25

d. Awards Slides

- The “awards” slides will be provided by Mr. Llano

***Make sure you have the mp3 files for the Air and Space Force Song and work with Mr. Llano on the Pamphlet’s (he will send you the previous template)**

For the actual presentation of these slides, I’d recommend joining all of the slides so your AV person can just click through them at the event. It’s so important that your AV person knows what they’re doing so make sure you choose someone good!

7. LLAB Briefing (~TW14)

- Topics to cover:
 - Dining etiquette
 - Silverware placement
 - Toasting
 - POW/MIA significance
 - Accepting awards from Cadre
 - UOD
 - Your focus: edit and present the awards banquet slides
 - 📁 LLAB Slides Awards Banquet Spring 2025
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8. Payment & Guest Count

- This will be one of the last things you do!
- Roughly a week before the event Ms. Branham will ask you to send an estimated guest count for the event as well as their meal preferences. This does not need to be exact.
- 48 hours before the event you need to make sure you have sent the **official** guest count and corresponding meal preferences.

IMPORTANT

- You need to have booster club call the Gateway club and pay for the event with their card
 - This can be done in person or through the phone with the Cashiers Cage
 - Phone: (210) 645-7034 ext. 102 or 103
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✨ LESSONS LEARNED & RECOMMENDATIONS ✨

What went well:

- All of the volunteers were great! Make sure you choose the right people to help out and have more hands on deck then you think you'll need.

What could be improved:

- The biggest issue I had this year: cadets not being there to receive their awards.
 - This was really unfortunate because we had distinguished guests come out to present awards and several cadets weren't there to receive it.
- Order enough cake and desserts for there to be enough for everyone! Also, try to have it to where you release sections for dessert instead of a free for all, this should help with super long lines

Tips for next year:

- Plan a fundraiser in advance to make the event free for all cadets.
- I highly recommend making the banquet a mandatory event. It has been like this in the past and cadre has shown a lot of interest in pushing for it.
 - Especially if the event is free for all cadets, there shouldn't be an issue in implementing the change.
- Get a group of cadets to help you and Mr. Llano the day before the event. It's a lot of work and will go quicker with help
- If you can, put together a little gift for Mr. Llano! He does so much for the detachment, but rarely gets recognized. It would be a really sweet gesture.