## FBC Keller Deacons Widows Banquet and Widows Christmas Gift

The annual FBC Keller Deacons Widows Banquet is an opportunity for all our widows to fellowship and enjoy a meal together. For some of our widows this is the only chance for them to see and visit with their widow friends. It is a special time and very important each year for our widows and deacons.

The banquet is held each year in early December. This timeframe has been chosen so that the banquet does not conflict with Christmas parties and travel. Hopefully, this enables more deacons and widows to attend.

The Widows Christmas gift tradition was started in 2020 and has continued each following year. Gifts are distributed in December.

**FBC Keller Widows Banquet and Gift Timeline**

October:

* Determine the type of food that will be served at the banquet
* Contact caterers for a quote on providing the meal
* Schedule and have the first planning meeting with the following people:
  + Gwen Johnigan – facility setup
  + Kathy Johnson - kitchen staffing, food preparation
  + Yvette Hunt – event advertising, programs, name tags
  + Rob Eisenmann – AV setup
* Meet separately with the following:
  + Andrew Young – youth volunteers
  + Bradley Shook – childcare
  + Matt Perkinson – music/choir to perform at the event
* Order table decorations and schedule delivery – Judy Mullins
* Form the Widows Christmas gift team (we have asked the deacon officers wives for this team in the past)
* Determine the budget for the widows’ gifts (see Widows Christmas Gift button on the Widows Banquet Procedure page on the Deacons website for previous year’s budgets)

November:

* Work with Facilities (Gwen Johnigan) to secure locations for Widows Gift assembly and Deacon pickup
* Select caterer and get final quote
* Staff the volunteer positions needed from the deacons and wives (see Widows Banquet Setup in the officer’s portion of the Deacons Website)

December:

* Assemble the Widows Gift
* Set up schedule for pickup by deacons
* Deacons deliver gifts to their widows before banquet
* Email volunteers the schedule for the day of the banquet
* Follow up with caterer on delivery date and time
* Submit check request for vendors the week of the banquet (before Wednesday)
* Request $125 from petty cash for change at the banquet