

NOHS ATHLETIC BANQUET CHECK LIST

- Select Date and Location (some locations used in the past). If they require a deposit, get a PO first!
 - Cafeteria/Media Center – contact Cindy Thompson for availability
 - Oldham County Aquatic Center/John W. Black center – call directly they will send contract directly to school
 - Arvin Center (multi-purpose room is free of charge)-call directly to schedule
 - Hunting Creek CC
 - One of the local churches
 - Ginger Woods
 - Lions Club
- Select Caterer
 - Do they need a check in advance? Or will they accept a school Purchase Order? The following are individuals or organizations other teams have used:
 - Mark's Feed store
 - Qdoba
 - Texas Road House
 - Olive Garden
 - Four Pigs BBQ
 - Bully BBQ
 - Gustavo's
- Dessert
 - Cakes can be purchased through the school at Kroger or Costco
 - After approval of the PO, the school's card will be signed out from Tish and returned with the receipt
- Decorations
 - School has an account with the Party Store in Prospect and they will accept a Purchase Order
 - You must submit a PO and then return the receipt to Tish
- Awards
 - Request a Purchase Order
 - Louisville Awards or Crown Awards both have quick turnaround times

COKE Products – NOHS has an exclusive contract with the Coca-Cola Company to serve only Coke products (except tea and coffee) on school grounds. This includes PowerAde as well as soft drinks. Please help us uphold our agreement for your events.

The team pays for the meals for the athletes and coaches. ALL parent meals must be paid by the parents. Cash or Checks (payable to NOHS) for their portion should be turned in to Tish for deposit. She will pay the vendor for the entire amount. **Checks should never be made payable to a parent for the banquet fee.**

Coaches gifts may not be paid from team funds. A separate collection needs to be taken for coaches' gifts, and in this case, checks would be payable to the parent in charge of the coaches' gifts, not NOHS.

*****A Purchase Order must be submitted and Approved BEFORE anything is purchased.** If items are purchased without a purchase order, the team will thank you for your gift.