



FREE PLANNING RESOURCE

Fall Sports Awards Banquet Planning Checklist

A step-by-step checklist to plan, budget, order, and deliver your fall sports awards banquet on time. Print it, share it with your coaches, and check off each step as you go.

Step 1 • Set Your Budget (8–10 weeks out)

- Lock a total recognition budget before the season ends so you order from a plan.
- Account for the awards themselves (medals, plaques, patches, certificates).
- Add engraving and personalization costs, often priced per item or character.
- Include shipping and possible rush fees that rise closer to the banquet date.
- Budget for the banquet itself: venue, food, and decor.

Step 2 • Decide Who You Are Recognizing

- Senior athletes and team captains.
- Most valuable player and most improved player.
- All-conference, all-state, and team records.
- Assistant coaches, managers, trainers, and booster volunteers.
- Finalize a headcount per team so ordering quantities are exact.

Step 3 • Choose the Right Award Types

Award Type	Best For
Medals & Ribbons	Placements, all-conference honors, and keepsakes for the whole roster.
Plaques	MVP, senior leadership, coach appreciation, and record-setting seasons.
Patches & Pins	Wearable season pride in school colors for athletes and clubs.
Banners	The banquet room and a lasting championship display in the gym.
Certificates & Custom	Class-wide participation, or a flagship standout honor.



Step 4 • Build Your Ordering Timeline

Work backward from your banquet date.

When	Do This
8–10 weeks out	Confirm the date and venue, set the budget, request coach recognition lists.
6–8 weeks out	Choose award types, confirm quantities, and request a quote.
4–6 weeks out	Submit final engraving and approve proofs. Check every name's spelling.
2–3 weeks out	Receive, inspect, and sort awards by team and recipient.
Banquet week	Confirm the run of show and who presents each award.

Step 5 • Personalize & Present

- Include full name, sport or achievement, and a short reason where space allows.
- Proof every engraving before approval. Engraved errors mean a reorder.
- Plan the moment: group the program by team and build to the top honors.
- Say why each athlete earned the award with specific, sincere words.
- Prepare a backup list so no recipient is missed on the night.

Budget Worksheet

Line Item	Qty	Unit Cost	Subtotal
Medals / ribbons			
Plaques			
Patches / pins			
Certificates / custom awards			
Engraving & personalization			
Shipping / rush fees			
Banquet costs			
TOTAL			

Ready to order your fall sports awards?

Custom medals, plaques, patches, banners, and certificates, produced and delivered before your banquet. Request a quote and our team will help you plan quantities, engraving, and timelines.

Request a quote: awards-america.com/get-a-custom-quote | Call: 800-462-9293