**Banquet Assignment *-* Varsity Highlights Booklet**

**Create the Varsity Highlights Booklet to be given out at the banquet. All of the items for the booklet come directly from the website coordinator and/or various other coordinators...it just needs to be assembled into a booklet format, printed and bound.**

* This booklet is given to all Varsity Players, Varsity Coach, Assistant Coach, and Manager (make one extra copy to keep in the binder). See the examples in the binder and/or flash drive.
* You can start working on this booklet at any time during the soccer season…it needs to be completed in time for the banquet.
* The Front Cover is usually the team photo *(which has been taken for the yearbook).*
* Add a Senior Soccer Youth Memory Page - *(Get from the Senior Night Coordinator)*…she has collected the youngest soccer photo for each of the senior boys. Get the actual photos (or preferably a scanned copy of each photo).
* Follow the Youth Memory Page with a current soccer photo for each Senior and the coaches/teammates quotes (which were used on Senior Night) as well as a group photo from Senior Night. *(Get these items from the Senior Night Coordinator)*
* Add the Season in Review/Stats page. *(Get this from the website coordinator).*
* Add Newspaper Articles/Photos (in date order) from Mukwonago Chief, Mukwonago Times, and Waukesha Freeman. *(Get these from the website coordinator or directly from the Media Coordinator).* They should already be scanned and posted on the website.
* Fill in blank spaces around the newspaper articles with additional pictures of players/coaches/manager/homecoming float/youth night/youth camp/fans/etc. *(Get these from the website or directly from the varsity Slideshow/Photo Board Coordinator).*
* Add the varsity team roster *(get from the website coordinator)* and a photo of every varsity player/coach/asst. coach/manager. *(Get these from the website or directly from the varsity Slideshow/Photo Board Coordinator).*
* 25-30 copies are needed…based on number of Varsity Players, Coach, Assistant Coach and Managers, and (1) extra as a sample for next year.
* Use white cardstock (for front & back cover)…regular white paper for the inside pages
* Bind with small plastic comb binders
* If using District Media (Joanne 363.6253 ext. 25540). However, District Media DOES NOT PRINT COLOR COPIES.
* In past years parents have volunteered to print them at their place of business or using home printers. The cost of a couple of colored ink cartridges is dramatically cheaper than printing at Kinko’s or Office Max.
* Charge to the soccer account through the athletic department…or get reimbursed through the Banquet Coordinator.