**How to host a club BBQ**

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| **ACTION** | **PERSON**  **RESPONSIBLE**  **(Suggestions below)** | **DATE TO BE COMPLETED BY** | **COMPLETED** |
| * Set a date and check availability of your Pitch and club rooms. If your home ground is being used by a summer tenant, liaise with them and your LGA for access. If access is not allowed, get creative and see if you can host this at your local primary school pitch or ask you LGA for any local parkland available for your club to use. * Do you require a Streat Trader statement of trade for your bbq?   Check [here](https://streatrader.health.vic.gov.au) for application  Liaise with your LGA for specific guidance regarding bbq and events at your Club.  Otherwise, you can consider cooking the bbq and serving from your approved canteen. To ensure food safety and COVID requirements. | **COUNCIL**  **LIAISON** |  | |
| Is your event COVIDSafe?   * Update your COVID Safe plan – resource [here](https://ffvinc-my.sharepoint.com/:w:/g/personal/bree_vallance_footballvictoria_com_au/EXejM0rIskpHtBEI6T5XXb8BEDxl07nJ2o3EHE88XjnyAQ?e=o6WTMa) * Ensure you have COVID Safe signage at the event. FV resources [here](https://www.footballvictoria.com.au/rtt-signage) * QR code available (create your QR code [here](https://busreg.covid19.dhhs.vic.gov.au/s/login/SelfRegister)) * COVID Check In Marshal assigned to event. Position description [here](https://www.footballvictoria.com.au/sites/ffv/files/2021-10/Covid%20Check%20In%20Marshal%20PD%20-%20October%202021_1%20.pdf) * COVID Check In Marshal checklist [here](https://www.footballvictoria.com.au/sites/ffv/files/2021-10/Covid%20Check%20In%20Marshal%20Checklist%20-%20Updated%20October%202021-1.pdf) * Organise a registration process for your event using a jotform registration form found [here](https://www.jotform.com) * Ensure vaccination status is checked where food service is available * Hand sanitiser available on the day | **SAFETY AND RISK**  **MANAGEMENT OFFICER** |  | |
| **EVENT PLAN** | | | |
| As a committee decide how your session will run and what will be included: | | | |
| * Decide on the time of your bbq * Set up a roster system for volunteers to run your bbq. Volunteer sign up is a free resource [here](https://volunteersignup.org) * Request all volunteers to wear club merchandise or colours * Decide on items to sell (consider an inclusive menu to cater for vegetarian diet and healthy food options)   Suggestions  Morning bbq – egg and bacon rolls  Lunch and evening bbq   * Sausage in bread * Burgers with a vegetarian option * Water, juice, milk, sports drinks and soft drinks * Create a shopping list and delegate a committee person in charge of purchasing – receipts to the Treasurer * Decide on prices of items and create a price list including club logo and any sponsors logos on signage | **SECRETARY** |  |  |
| * Reach out to local butchers to support your event to reduce the costs to the Club. * Organise a raffle to be held at your bbq stall as well to raise additional funds for your club | **FUNDRAISING COORDINATOR** |  |  |
| **ADVERTISE** | | | |
| * Create a flyer to advertise the bbq and menu * Post on your social media pages   Flyers can be created with FV resources [here](https://www.footballvictoria.com.au/play-football-assets) | **COMMUNICATIONS AND SOCIAL MEDIA COORDINATOR** |  |  |
| **PROMOTE** |  |  |  |
| * Have registration information pack available at the bbq stand for potential new members * balloons in your club colours | **SECRETARY /**  **FUNDRAISING COORDINATOR** |  |  |
| **SUPPORT** |  |  |  |
| Email [clubsupport@footballvictoria.com.au](mailto:clubsupport@footballvictoria.com.au) to let us know about your event or if you have any queries requiring our assistance | **SECRETARY** |  |  |