

## How to host a club BBQ

ACTION	PERSON RESPONSIBLE (Suggestions below)	DATE TO BE COMPLETED BY	COMPLETED
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Do you require a Streat Trader statement of trade for your BBQ?</li> </ul> <p>Check <a href="#">here</a> for application</p> <p>Liaise with your LGA for specific guidance regarding BBQ and events at your Club.</p> <p>Otherwise, you can consider cooking the BBQ and serving from your approved canteen. To ensure food safety and COVID requirements.</p>	<p><b>COUNCIL LIAISON</b></p>		
<p>Is your event COVIDSafe?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update your COVID Safe plan – resource <a href="#">here</a></li> <li><input type="checkbox"/> Ensure you have COVID Safe signage at the event. FV resources <a href="#">here</a></li> <li><input type="checkbox"/> QR code available (create your QR code <a href="#">here</a>)</li> <li><input type="checkbox"/> COVID Check In Marshal assigned to event. Position description <a href="#">here</a></li> </ul>	<p><b>SAFETY AND RISK MANAGEMENT OFFICER</b></p>		

<ul style="list-style-type: none"> <li><input type="checkbox"/> COVID Check In Marshal checklist <a href="#">here</a></li> <li><input type="checkbox"/> Organise a registration process for your event using a JotForm registration form found <a href="#">here</a></li> <li><input type="checkbox"/> Ensure vaccination status is checked where food service is available</li> <li><input type="checkbox"/> Hand sanitiser available on the day</li> </ul>			
<b>EVENT PLAN</b>			
As a committee decide how your session will run and what will be included:			
<ul style="list-style-type: none"> <li><input type="checkbox"/> Decide on the time of your BBQ</li> <li><input type="checkbox"/> Set up a roster system for volunteers to run your BBQ. Volunteer sign up is a free resource <a href="#">here</a></li> <li><input type="checkbox"/> Request all volunteers to wear club merchandise or colours</li> <li><input type="checkbox"/> Decide on items to sell (consider an inclusive menu to cater for vegetarian diet and healthy food options)</li> </ul> <p>Suggestions Morning BBQ – egg and bacon rolls Lunch and evening BBQ</p> <ul style="list-style-type: none"> <li>- Sausage in bread</li> <li>- Burgers with a vegetarian option</li> <li>- Water, juice, milk, sports drinks and soft drinks</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a shopping list and delegate a committee person in charge of purchasing – receipts to the Treasurer</li> <li><input type="checkbox"/> Decide on prices of items and create a price list including club logo and any sponsors logos on signage</li> </ul>	<b>SECRETARY</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to local butchers to support your event to reduce the costs to the Club.</li> </ul>	<b>FUNDRAISING COORDINATOR</b>		



<input type="checkbox"/> Organise a raffle to be held at your BBQ stall as well to raise additional funds for your club			
<b>ADVERTISE</b>			
<input type="checkbox"/> Create a flyer to advertise the BBQ and menu <input type="checkbox"/> Post on your social media pages  Flyers can be created with FV resources <a href="#">here</a>	<b>COMMUNICATIO NAND SOCIAL MEDIA COORDINATOR</b>		
<b>PROMOTE</b>			
<input type="checkbox"/> Have registration information pack available at the BBQ stand for potential new members <input type="checkbox"/> Eco friendly decorations in your club colours	<b>SECRETARY / FUNDRAISING COORDINATOR</b>		
<b>SUPPORT</b>			
Email <a href="mailto:clubsupport@footballvictoria.com.au">clubsupport@footballvictoria.com.au</a> to let us know about your event or if you have any queries requiring our assistance	<b>SECRETARY</b>		