

How to Run an end of Term BBQ

The BBQ is held once a term the last or second last Wednesday of the term at the school and provides lunch at 1pm for the children.

It is a fundraiser which raises just over \$2000 per year. Parents of different year levels are requested to volunteer to run the BBQ.

Term 1 Grade 5/6 Parents

Term 2 Grade 3/4 Parents

Term 3 Grade 1/2 Parents includes football dress up

Term 4 Foundation Parents

Two weeks before

1. Notify office staff the date that the BBQ is on and make sure that there are no scheduling clashes (e.g. excursions, student-free days, etc).
2. Notify office staff which grade levels are responsible for helping on the day.
3. Office staff will order the food and send out order forms to all students.
4. Office staff will send out notices to parents of grade levels responsible to ask for helpers in the day. (5-6 is optimal but only 2-3 needed for 2 hours, 2-3 for one hour)

1-2 Days Before

1. Remind office staff that BBQ is running and ask that they have burners and tables put out by 12 if possible.
2. Check who is going to pick up food. Usually school staff will do this but occasionally they might ask for help with this.
3. Make sure you have enough helpers and confirm with them that they will attend to either cook and serve (12.30-2.30) or just serve (1.30-2.30).
4. If you need more helpers put out the calls by phone or over face book site!!!!

Day of

1. Arrive by 12.30 at the latest to check that BBQ's are out and food is ready to go.

2. Turn on BBQ burners as well as oven in the kitchen to keep cooked sausages warm.
3. Start cooking sausages to have ready by 1.20pm.
4. Set up serving stations for bread, sausages, serviettes, and sauce to serve at least from 3 separate stations (hopefully 1-2 servers per station).
5. Complete serving sausages and then bring out icy poles from the freezer. You can either ask the classroom teachers to serve to their students or serve one to each student via the serving stations. Watch for frequent flyers!!
6. After BBQ is finished, between the helping group try to coordinate people to wipe down tables and wash dishes and BBQ's. Ask office or other staff whether they are happy to return tables and burners. This is usually fine unless there are staffing issues on the day.
7. All done!