

# Hosting a BBQ

Bunnings and Woolworths offer fundraising opportunities for weekend sausage sizzles to Community groups. Your local hardware or shopping centre may offer the same facilities. All the money you make is yours to keep for your fundraising efforts.

## How does the event work?

You and a couple of friends sell “sausage sangas” with or without onions and cans of soft drink to raise money for ReachOut .

[Bunnings stores](#) will provide BBQs, gas and trestle tables and help you set up but please check what is provided before your event.

[Hardware and General / Masters](#) will also provide gas, trestles, posters and even assistance in setting up and pulling down.

[Woolworths](#) provides everything including discounted sausages/bread/electric grill. You can order as much as you like and they will refund you the cost for unused products. Woolworths also have community grants and give vouchers of up to \$200 which can help with costs. There’s a simple one page form which you can pick up at the customer service desk.

## How long should the event go for?

Most stores will give you an idea of when they would like you to be at the store so check with them. Be prepared for all day or until you sell out! The longer you are there, the more money you will raise.

## How much should I charge for the event?

Suggested pricing from previous events are:

Sausage +/- Onions \$2.50

Can of soft drink \$2.00

Combo deals of sausage and can \$4.00

Often the prices are pretty consistent for each store (so that every charity is treated the same).

## How many sausages will I need?

Bunnings suggest the following:

- 400-600 Sausages
- 25-35 loaves of bread
- 7-10kg onions
- 5 litres sauce – mix of tomato, sweet chilli, BBQ and mustard
- 3-4 bags of ice
- 1 Roll paper towel
- 4-6 X 100 Napkins
- 1 small bottle cooking oil / spray
- Aprons



### ReachOut Australia

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- Cooking utensils (tongs, spatula, knives)
- Cleaning – cloths, BBQ scraper, detergent
- 3-4 eskies
- 48 Bottles of Water
- 72 Cokes
- 48 Lemon
- 48 Fanta

## GETTING STARTED!

### 6 or more weeks out:

- Contact the store via phone or email to book a date. Some stores are heavily booked, so be prepared to call a number of stores.
  - *Bunnings Contact person is the Activities Officer.*
  - *Woolworths Contact person is the duty manager or customer service.*
- At Woolworths: request a spot at the front of the store or on the footpath outside the store to catch shoppers on their way in and out rather than interrupting their shopping in-store.
- Follow-up with an email clearly stating your contact details and that you are raising money for ReachOut Australia. Follow their request for information carefully so your place is not given away. Most likely you will need the following:
  - An authorisation letter from ReachOut Australia for fundraising (HQ can provide email fundraising@reachout.com);
  - A statement of public liability insurance (HQ can provide this if necessary)
  - In some states a food authority event notification permit is required. Check your state:
    - NSW : [www.foodnotify.nsw.gov.au/nafsis/index.cfm?action=event](http://www.foodnotify.nsw.gov.au/nafsis/index.cfm?action=event)
    - VIC: [www.health.vic.gov.au/foodsafety/home/community.htm](http://www.health.vic.gov.au/foodsafety/home/community.htm)
    - QLD: [www.health.qld.gov.au/ph/documents/ehu/21885.pdf](http://www.health.qld.gov.au/ph/documents/ehu/21885.pdf)
    - Take a few minutes to read the Food Authority website for good food handling tips before your event.
- Check to see if you need Local Council approval – the store may have this arranged or it may not be necessary in your state.
- Organise a BBQ, gas bottle and trestle tables if the store does not provide these items.
- Organise some volunteers to help you out. For an all-day event you should look for around 8 people to help you out. If it's just a couple of hours over lunch – then 3 or 4 people should be enough.

### 4 weeks out:

- Arrange with ReachOut get some signage (banner/posters).
- Bunning's expect the BBQ to run between 9am and 4pm so with half an hour set-up and half an hour pack-up that makes four slots of two hours. Aim for three people per slot. Make up a roster and send it out.
- For Woolworths BBQ's, fill out the order form for how many sausages, loaves, onions and sauce you want to order and check with the staff what utensils you should bring.

### 1 week before:

- Order the sausages. Buy in bulk from a butcher. If the event is at Woolworths – their value snags work well and can be purchased in advance and left in the store.
- Purchase the accessories and drinks – see “On the day equipment checklist”
- Ask a couple of friends to help out on the day. Ideally you will need one person to cook, someone to prepare food and another to handle the money.
- Make the signs displaying ReachOut.
- Make a menu with prices.
- If you’re doing this sizzle as a supplementary fundraiser for a running / swimming etc. event, then print out pictures of you in your cossie/training gear to show people what they’re supporting.

#### **Day Before:**

- Bread: If you are having buttered bread, butter half the bread, sandwiching 2 pieces together. Saves time on the day. Leave half the loaves unbuttered for those that request no butter.
- Onions: If you are not using frozen sliced onions, slice the onions in preparation. A slicer will speed up the process and reduce the tears! Store in airtight containers.

## **ON THE DAY EQUIPMENT CHECKLIST!**

### **Food**

- Sausages
- Sliced Onions
- Bread
- Sauce (Tomato, BBQ and optional extras like Mustard/Sweet Chilli). **TIP:** Buy sauces that are in squeeze containers or pump packs. Buy extra sauce cheaply in 2 litre bulk container/s, and refill the squeeze bottles during the day. Put the sauces on the table and let customers do it themselves (one less thing for you to do and customers prefer it anyway)

### **Drinks**

- Coke will probably be most popular, followed by Sprite.
- Ice

### **Other**

- Cooking oil/spray
- Money. Cash float – lots of 50c, \$1, \$2. **TIP:** Get a secure tin, plus small plastic bags for notes to keep the money organised and safe.
- Box of disposable gloves for handling food and remember once you touch something other than food, you will need new gloves.
- Aprons: cooking for 200+ people can be messy business!
- Paper towel – for hands, clean-up etc.

- Anti-bacterial hand-pump soap. Some stores may have inbuilt sinks. Some State's Food Authorities requires that hand washing facilities must be close-by and frequently used. **TIP:** Wet-ones wipes are also very handy.
- Folding chairs for the team in the quiet times.
- Aluminium foil containers – for BBQ waste drip, also useful to put on the grill to keep sausages hot.
- Knives and several chopping boards. Remember, you must keep raw food prep area separate to cooked food area. This includes separate dishes.
- Several pairs of tongs and flippers.
- Clean-up materials – BBQ cleaner, several scrubbers and scourers (you may even buy them from the store).
- Scissors are always handy.
- Eskies with plenty of ice for the drinks and the sausages.
- Tablecloths for the trestle tables – blue is a great colour 😊
- Serviettes. **TIP:** some people will take several, so have plenty on hand. Have some at the prep area, so you can give sausages to customers already wrapped. Place some serviettes near the sauces, so customers can take extras if they need it.
- Waste bin or large bin bags – you will be surprised at how much rubbish there will be.
- Blue tack or heavy-duty tape – to secure display drinks and price sign.

### **ADDITIONAL TIPS!**

Wear your ReachOut.com shirt or anything blue.

You must wear closed-toe shoes (e.g. trainers) in order to cook. In some states, the Food Authority mandates this. Make sure you tell your helpers in advance of this requirement. Good comfortable footwear is essential, as you will be standing for a long time.

Display the drinks near the point of sale – ask if a drink is needed at each sale.

Secure empty cans to the table (with blue tack), showing the range of drinks available.

Don't forget to clean up! Leave the space and equipment in the same or better condition as when you arrived. If you can't clean the BBQ or tables as you would have liked too, let the store manager know.

### **Saying thanks!**

When your event is over, remember to thank everyone who sponsored or contributed to its success including your volunteers. There are a few ways you can choose to thank those involved:

- Send an email to everyone. Let them know how the event went and what they helped you achieve!
- If you had a Facebook event page, post a thank-you message which will automatically notify everyone
- Post a thank you and photos of your event to Facebook and/or Instagram and tag everyone involved so they're notified
- Send a group email or text, or post out personal Thank You cards. We'll send you a template you can print and then send!

## **Banking your funds!**

Now that your event is over, be sure to bank all the funds you've collected. You can do this by:

- Making a donation via a credit card directly online: <https://about.au.reachout.com/donate/>
- Deposit the funds into ReachOut Bank Account. Ask Jessie ([Jessie@reachout.com](mailto:Jessie@reachout.com)) for the details.