



BBQ Fundraiser Checklist

BBQ's can be a great way to fundraise, however, they do require some planning to set up. We hope this checklist makes it easier for you.

Factors to consider when starting to plan your BBQ Fundraiser!

- Are you holding your BBQ on private or public land?
- Do you need to contact your local council for approval?
- Will you need public liability insurance to host your BBQ fundraiser on public land?
- If you are using a private property, will the owner's insurance cover your event?
- Please make sure that you are following proper food safety and hygiene protocols.
- If you are in **NSW**, please check [here](#) to check your State permit requirements
- If you are in **QLD**, please check [here](#) to check your State permit requirements
- If you are in **WA**, please check [here](#) to check your State permit requirements
- If you are in **SA**, please check [here](#) to check your State permit requirements
- For Food Safety requirements in **NSW**, please click [here](#).
- For Food Safety requirements in **QLD**, please click [here](#).
- For Food Safety requirements in **WA**, please click [here](#).
- For Food Safety requirements in **SA**, please click [here](#).

Six Months Prior to Fundraising BBQ

- Apply for an Authority to Fundraise form Neuroblastoma Australia.
- If you are planning a Bunning BBQ, you will need to send them a letter requesting a date now.
- You will also need to check with your local council to see if you require any additional food permits, public liability insurance or venue bookings if using public property.

Three Months Prior to Fundraising BBQ

- Contact Neuroblastoma Australia for any merchandise or collection tins you wish to have at the BBQ.
- Set up a roster of volunteers to help on the BBQ through the day.
- Children can assist with the BBQ, but they will need to be supervised with their parents. Shifts should be undertaken in two-hour blocks.
- Send through the BBQ details to erin.webster@nb.org.au so that we can advertise on our website and Facebook.

Four Weeks Prior to Fundraising BBQ

- Email volunteers and confirm their times for the day, a minimum of three people are required for each shift.
- Approach local business and butchers to see if food and drinks can be donated for the BBQ, otherwise, now is a good to order what you will need on the day.
- Coordinate with the Bunnings that is hosting the BBQ what equipment they have and what equipment you will need to take on the day i.e. tables, foils trays and BBQ tools etc.

Two Weeks Prior to Fundraising BBQ

- Confirm and order sausages, onions, bread and drinks.
- Purchase all non-perishable items.
- Confirm volunteers.

One Week Prior to Fundraising BBQ

- Confirm a pick-up date and time for sausages, onions and bread.
- Finalise the roster by confirming and chase up additional helpers if needed.
- Distribute BBQ equipment and non-perishables to volunteers rostered on for the first shift and set up.
- Coordinate and arrange a copy of the booking confirmation details and any permits and volunteer roster to be included in the equipment for the setup shift.
- Prepare a float

On the Day of the Fundraising BBQ

- Volunteers with supplies to arrive at Bunnings at 7:45am.
- Speak with Bunnings staff about setting up; one of the Bunnings staff will need to light the BBQ.
- Set up the barbecue area to best make use of the space and write your details on the blackboard provided.
- Volunteers cooking and serving food must wear gloves at all times while handling food with regular changes. Good food and handling hygiene and safety must be adhered to all day
- Volunteers handling food must not handle money
- Volunteers under 16 years of age are not permitted to cook food at the BBQ
- Sausages must be available for purchase through to 4pm if cooking a Bunnings BBQ.
- Please remember to clean down the BBQ at the end of the day.

Items to order

If you are holding an all-day BBQ at Bunnings, here is a guide for you to consider when ordering food. These quantities are only a guide:

- Sausages 22 packs of 22 Thin BBQ Beef
- Bread 22 loaves of white block loaf
- Onions 8 kg sliced

Consumables:

- Tomato Sauce (4 bottles)
- Barbecue Sauce (2 bottles)
- Mustard (2 bottles)
- Napkins (500 min)
- Cooking spray (1 can)
- Cans of Coke (24)
- Cans of Diet Coke (24)
- Cans of Fanta (24)
- Cans of Solo or Lift (24)
- Cans of Lemonade (24)
- Bottles of Water (24)
- Chalk
- Paper towel (2 rolls)
- Barbecue wipes (1 pack)
- Spray & Wipe (1)
- Chux (5)
- Gloves (1 box min)
- Aprons (4)
- Rubbish bags (6 min)

Non-perishables:

- Foil trays (6 min)
- Tongs (4)
- Barbecue Scraper (1)
- Small Knife (1)
- Bain-marie ¼ dish with lid (1)
- Bain-marie ½ dish with lid (1)
- Wire Rack (1)
- Esky (3 min)
- Drinks Bucket (1)
- Money Float
- Cash Tray
- Cash Tin

Please note: Warmer weather may require more soft drinks. Cooler weather may require less sausages and bread.

Float breakdown

Denomination Amount
\$50.00 \$50.00
\$20.00 \$100.00
\$10.00 \$50.00
\$5.00 \$25.00
\$2.00 \$20.00
\$1.00 \$10.00
\$0.50 \$15.00
Total \$270.00