

## Fundraising Event – BBQ

BBQs are a great way to help you reach your fundraising goals! We have prepared a few steps to assist you in organising a successful BBQ sizzle.

### BBQ Preparation:

Once you have secured the venue and date for your sizzle you can start preparations.

- Prepare as much as possible in advance!
- To host your BBQ at Bunnings apply well in advance. To get on the fundraising roster, you may write, but we recommend speaking to the activities manager at the store in person.
- You will need a Letter of Authority to fundraise for The Foundation, and a Certificate of Insurance. Call us on 1800 203 691 and we will email you send these documents.
- Contact The Fred Hollows Foundation for additional posters and other collateral.
- Can you sell drinks? Ask when you apply, as this is not possible at all Bunnings / stores.
- Ask if tables are provided? You need 2-3 tables to handle the money and give out sausages.
- Prepare a sign to advertise your menu and prices. Some stores also have rules for the maximum price you can ask for sausages and drinks.
- Prepare food before the event - order bread, slice onions etc.

### Supplies:

Weekend BBQ (9am – 4pm)

#### **Food**

- 500 – 600 thin beef sausages
- 25 loaves of bread (Pre-order in advance)
- 10 kg of onions (Slice a day in advance)
- 8 litres of sauce (Include a variety: e.g. BBQ, tomato, and mustard)

#### **Mixed drinks**

- 24 Coke Zero, 24 Diet Coke, 48 Coke, 48 Lemonade (include diet), 48 Fanta
- 48 Bottles of water

#### **Miscellaneous Supplies**

- 2 Roll of paper towel
- 600 Napkins (extra may be handy)
- 1 small bottle of cooking oil/spray
- 4 Eskies
- Cooking utensils- tongs, spatula, knives, etc.
- Cleaning utensils -aprons, cloths, BBQ scraper, detergent etc.
- Float –mixed coins and notes - organise in advance
- Advertising sign with menu and prices - prepare in advance
- Fred Hollows posters and brochures - contact us and request in advance
- Roster and volunteers -organize in advance!

Note: Weekday BBQs—reduce supplies around 20%, as customer numbers will be lower.  
Weather conditions and Public Holidays may impact turnout—prepare accordingly.

## Additional Notes:

- **Float:** We recommend a **\$270** mix of coins and notes
  - **\$30** each of **50 cents, \$1.00** and **\$2.00 coins**
  - **\$60** each for **\$5, \$10** and **\$20** notes
- 9 am—4 pm is the usual weekend BBQ time, possibly shorter on weekdays. Allow half an hour either side for set up and pack down. Don't forget additional time to count money.
- **Roster**—you need 4 people working at all times in 2-3 hour shifts (one to cook, one to handle cash, one or two to distribute sausages).
- Funds Raised—post- BBQ, bag the coins (get official bags from bank) and finalise money count.
- Bank your funds immediately for safety reasons. **Don't leave the person with the money going home alone!**
- Use the on-line 'Cash Donations' instructions to find out how to pay-in your money to make it count towards your fundraising total.

## Apply for a Woolworths Community Grant

Each Woolworths store has a budget for community groups and the money may help you to buy all you need for your BBQ.

Fill out a one page form available at the customer service desk. It is up to the local manager to approve your application, so we suggesting speaking with them directly, as you may get an instant decision.

Also don't forget to ask your local butcher, baker and deli for support too.

Good luck and have fun!

Community Fundraising Team  
The Fred Hollows Foundation

**Contact us at [fundraise@hollows.org](mailto:fundraise@hollows.org) or call us on 1800 627 892 if you have any questions**