

Pine Island Elementary Fishing Tournament BBQ Procedures

Objective: To plan, procure and present the BBQ at the Pine Island Elementary Fishing Tournament:

July – August

- 1) Procure the Pork Butt for the BBQ (you will need at least 12 Pork Butts) reach out to the Waterfront Restaurant, Winn Dixie and check Karen Durand for donations.
- 2) Reach out to restaurants on the Island (Fine Swine 239-282-8811 did it last year) ask if they will Smoke, Shred and deliver the Pork the morning of the tournament. Do Not add BBQ Sauces let the customers add their own.
- 3) Go to the Old Fish House to discuss with Lisa about refrigeration for the Side Dishes supplied by your sister Hookers, location of BBQ and clean-up.
- 4) Go to the Storage Unit and look for the bins that say BBQ. Check and see what additional supplies you will need to purchase. Please save your receipts so you can be reimbursement
- 5) Aluminum Tins: Purchase ½ pan size aluminum pans available in bulk at any Sam's Warehouse Club. Purchase enough tins for the side dishes requested from your sister Hookers. Prepare a menu and number of sides needed for the event. Create signup sheets to pass out at the General Meeting in August (the earlier the better) Suggestions for sides ate Potato Salad, Macaroni Salad, Coleslaw, Pasta Salad, Baked Beans, Green Salad w/Dressing, Relish Trays, Vegetable Trays, Fruit Salad, BBQ sauces, Brownies, and Cookies. Keep the desserts simple so they do not melt, finger food dessert is suggested. Remember it is still hot in Florida.
- 6) Procure or purchase the rolls at Sam's Warehouse Club.... Maybe start a small collection from the Hookers to help incur the cost. Soft rolls like parker rolls are popular.
- 7) Please remember we base our quantities approximately 250 people. Divided Plate, prepackage silverware with salt and pepper can be purchased at Gordon Foods they have the best price.
- 8) Make arrangement for the leftovers to go to needy families in our community. Reach out to the churches, Fire Stations Ext.
- 9) Ask for volunteers to be on your committee usually '6' women and if you come up short you can always find someone to help fill in on the day of the event.

Late October

- 1 Check the signup sheets for sides. Send out a Hooker Herald to remind the girls about the donated sides. Overseer should confirm all volunteers' help and let them know what time to be at the event.
- 2 Go shopping for any perishables and paper supplies needed for the day of the event. Turn receipts in to Treasurer.
- 3 Plan for leftover food to be given to a local Church or Organization. Refrigerator must be empty the night of the event.

Sunday, Day of the Event.

- 1) Be at the event at 7:30 AM
- 2) Receive food from 8:00 AM to 10:30 AM and keep in refrigerated until food setup. Sides need to be at the Olde Fish House between the hours of 8:00 AM to 10:30 AM on the day of the event. Have one of your volunteers at the Olde Fish House to collect and put in the refrigerator. Organize the refrigerator by keeping sides together (Example: Potato Salad with Potato Salad, Cole Slaw with Cole Slaw ext.) when you are looking for one of them it is easy to find.
- 3) Clean tables and put tablecloths on, make sure to tape the tablecloths down so the wind does not blow them off.
- 4) Setup a ticket sales table with signs and have 'two' volunteers selling tickets. BBQ tickets cost \$8.00 for one time visit to the buffet.
- 5) Have buffet line form and two volunteers collecting tickets. Volunteers collect the ticket and hand the individual a plate and silverware.
- 6) Angler's and Bands eat for free and will be provided a distinct color separate from paying customers.
 - 1) Two volunteers will be runners to replenish sides from the cooler to give sides to food overseer for replenishing of tables.
 - 1) Towards the end of the BBQ condense food tables and have Madam announce that the last call for BBQ. Collect all utensils and bring home to clean.
 - 2) Throw out any dairy products of food that was not in cooler.
 - 3) Clean and break down tables
 - 4) Make sure all leftovers in cooler make it to the organization to which they are donated.

After the Event:

- 1) Inventory all containers, seal, and return to storage unit. Please mark them BBQ
- 2) Update procedures
- 3) Remember to always thank your volunteer support team 😊