

Chicken Barbeque Procedure

Procedures:

1. Once Town of Chili determines the date, inform club members & **call chicken supplier** to set up date, determine menu, and his charges to **determine selling prices**.
 2. Have secretary **order insurance** from Lions International and **deliver** to Town of Chili.
 3. Get **signup sheet** filled out well in advance & call Lions 1 week prior to remind them. Assign jobs before workers are on the job.
Workers :
 - a) Supervisor
 - b) Raffle Ticket seller
 - c) Chicken dinner ticket seller
 - d) Chicken server
 - e) Bread and butter server
 - f) Salad server
 - g) Potato server
 - h) End server
 - j) Runner
 4. 2 weeks, at least, prior to fest send in **Monroe Health Permit**. Permit will be delivered to the fest on day of fest.
 5. 1½ weeks prior to fest confirm dates with chicken supplier. Check that he supplies extra salt & napkins and hot butter pitcher.
 6. Publicize - Publicize – Publicize.
 7. Meeting with town (Chil"E" Fest) organizers & get parking permits.
 8. Get **raffle tickets printed** up (quantity 150 each).
 9. Get canopy and supply container and up canopy. Check supply container has what is needed (use container for collection tub (discarded water:
 - a) signs
 - 1) wash hands
 - 2) start here
 - b) paper cups (for workers)
 - c) double tickets (4 colors)
 - 1) dinner
 - 2) just chicken
 - d) cleaning tubs (2)
 - 1) hand cleaning
 - 2) table and utensil cleaning
 - e) thermometer
 - f) trash bags
 - g) hand soap
 - h) aluminum foil
 - j) paper towels
 - k) sponges/cloths
 - l) plastic gloves
 - 3) prices
 - 4) 50-50 raffle
 - 3) salt potatoes
 - 4) special items
11. **Get \$700.00** setup monies: \$5.00 (\$300.00), \$1.00 (\$300.00) & \$0.25(\$100.00). \$350.00 for Saturday and \$350.00 for Sunday.
12. Charlie's Chicken starts Saturday at 11:00am.

13. Hats on & gloves on is a must if touching food (wash & change gloves if wiping or scratching).
14. Set up & serve from 2:00pm to 8:00pm.
15. Line Procedure:
 - a. **Supervisor:** informs each line person what their total function is (**do not** assume workers know what they are doing), relieve line workers when needed, take temps every 30 minutes, does the communication with Charlie's crew and makes sure everything runs smooth
 - b. **Ticket seller:** use double tickets (keeps one, gives buyer one) and yells down line what was purchased. Tell customer to go to end of line and give ticket to end server for dinner pickup
 - c. **Chicken server:** gets plate and serves chicken
 - d. **Salt potato server:** Serves and butters potatoes. If salt potatoes only, still send to end of line to end server to pickup potatoes.
 - e. **Salad server:** serves salad.
 - f. **Bread and butter Server:** serves bread and butter.
 - g. **End server** receives food tickets (3 colors) from buyer and gives them their food and drink.
 - h. **Runner:** Get thing line needs, relieve line workers when needed
16. Lions handle all monies & give chicken vender deposit after first night (if requires it) & settle up Sunday night and/or within a few days.
17. Do 50 -50 raffles at 9:00pm
18. Break down canopy and return all equipment.
19. Write report and submit to Board of Directors

Chicken Barbeque Materials

Loan Closet Materials:

1. Supply container
2. Cash Boxes (2)
3. Canopy

Other Materials:

1. long tables (5)
2. potable water for drinking and washing
3. chairs for resting
4. water cooler
5. bags for "To Go"