



FLORIDA BAR-B-QUE ASSOCIATION

Contest Organizer's Manual

***** NOTICE *****

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INTRODUCTION

Congratulations on sanctioning a Florida Bar-B-Que Association contest. In an effort to provide as much information to organizers as possible, this document has been created to provide basic guidelines to ensure the success of your event. As an organizer, you are welcome to add your own creativity to your contest. Your FBA Lead Contest Representative is available to assist you with questions.

Close contact with your Lead Rep will make your job that much simpler and hopefully avoid any last-minute surprises and problems. The FBA Reps are trained to follow a set of guidelines and standards that have been the foundation of the most cooker friendly, judge friendly and organizer friendly sanctioning system in the barbecue world.

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Section 1 - Site Logistics

Size and Layout

Team sites should be minimum 20' x 40' in size and located on relatively level ground. The teams will need to drive their vehicles to these sites in order to unload and set up their cookers. The teams bring everything they need in order to compete such as tables, chairs, tents, grills, wood, charcoal, portable sinks, the works.

Team sites may be designated with flags or actually outlined with spray paint on the ground. Number each site. Draw a complete site map showing each site with the team assigned to it. This will assist in your move-in and is needed by the FBA Contest Reps. Assigning your team sites in advance allows any of your staff to help teams find their sites in the event you are busy with other issues.

Many teams with bigger cooker rigs and motorhomes will require additional space. If you can accommodate teams needing oversize spaces without an additional space charge, it benefits you as an organizer by creating goodwill with the teams. If your space is at a premium, charging for the additional space is an option. If your contest allows for cook teams to vend product to the public, it's best to keep all of your vendors in one location rather than interspersing them with those teams who do not vend.

Power

Power and water must be available at each site. The teams need lighting during night hours, and some will have refrigeration so amperage is a minimum of 20 amps per team. If more amperage is available to teams, that's great. Some teams also have portable water heaters they use for dishes. These heaters draw 12-15 amps, so knowing your power availability is important. ***If you have 20 amps only, please advise the teams well in advance and ask that they power up water heaters in the wee hours of the morning during the time of minimum draw so your circuits do not blow.***

If the power source (plug-in) for each team is more than 25 ft. from sites, teams need to be notified in advance, so that they may bring additional extension cords.

The teams will provide these cords, but should be instructed to provide a minimum of a 12-gauge extension cord for such purposes.

Water

Water does not need to have any major pressure. Teams will bring their own garden hoses to attach. Again, if water connections require additional hose footage, please be certain to advise the teams in advance.

The easy way to set up water for a BBQ contest:

1. Using ½" thick-wall PVC, run water lines down the backside of team sites.
2. Stem out every 20-30 feet.
3. Use a "Y" on the stem to accommodate two (2) teams. If you have teams back-to-back, use 2 stems and 2 "Ys" at each junction. You may tap into any water source, i.e., fire hydrants; *just make certain all water is potable.*

Vehicles

It is your choice as an organizer whether or not to permit teams to keep their vehicles at team sites during the contest. If your event insurance regulations prohibit doing so, or you chose not to permit such, please designate access times (i.e., times when the event is closed to the public) for the teams to bring vehicles to their site. Many teams sleep in their vehicles or may need to run for additional supplies. Some teams use RVs as part of their cook site set up. Again, it is your choice as to whether they are permitted this option. Many cases may need to be reviewed on an individual basis.

Team parking must be close to the event area for the reasons noted above. You may limit the number of vehicles per team to 3-5 for close parking areas. Some teams have additional members, but teams will make arrangements for transportation *if given advance notice of conditions*. Again, good communication is the key here.

Teams must be moved-in to assigned sites prior to the cooks meeting, usually conducted by the FBA Contest Reps at 5 p.m. on Friday evening. Also, your event insurance may dictate that all vehicles be secured prior to the event opening.

Restrooms

Restrooms must be available to the teams all night. If you do not have permanent structures available on your site, portables are acceptable. You should plan on at least one handicap accessible portable.

If you plan to make portables available, please include an option for teams to rent such for their personal use on your team application. Teams will pay for portables and these can be placed on team sites when all others are delivered. A Saturday morning pump-out is needed for all units, especially if you plan to have a high public attendance on Friday and beer was available for purchase.

Handicap Considerations

We have several cook team members and judges who are wheelchair bound and who will probably need access to handicap-equipped restrooms. Make certain that you comply with all local, state, and federal requirements for the handicapped public as well.

Grease and Ash Disposal

You will want to make certain that you have containers (empty 50-gallon drums, or the like, will usually do the job well) on site and available to teams for the disposal of hot coals, ash, and grease. Your contest reps will announce to teams at the cooks' meeting where these containers are located and how you wish for them to dispose of these items.

Section 2 - Cook Teams

Team Applications

Team Applications are your invitation to the cook teams. Applications should be linked to your event website and/or the FBA website.

The required components of an application for a team application for an FBA sanctioned BBQ contest are as follows.

1. **FBA logo on the front.** This artwork will be provided by the FBA to you or your printer as an electronic image file (.jpg or .gif format).
2. **Date and location of the contest.** If your contest is in a smaller community, you may want to reference the general area or major city nearby.
3. **BBQ categories and turn-in times for the competition.** According to FBA sanctioning requirements, these categories and times are as follows and must be followed without exception:
 - a. Chicken 11:00 a.m.
 - b. Ribs 12:00 noon
 - c. Pork 1:00 p.m.
 - d. Brisket 2:00 p.m.
4. **Prize monies per category, grand, and reserve champion.** Please see the suggested FBA prize money vs. entry fee structure.
5. **Category entry fees.** You may set your entry fees as you deem appropriate. Teams may cook one, two, three, or all four categories. Teams must compete in all four categories in order to qualify for Grand Champion. You should state such on the application form.
6. **FBA rules.** You may reprint these rules verbatim or simply reference the website at www.fl39.wildapricot.org.
7. **Ancillary contest information.** See section 5 of this manual.
8. **Area or contest restrictions or other event information.** Remember you will be sending a confirmation packet and can reiterate any information as needed.
9. **Contact information.** Include mailing address, phone numbers, and e-mail address.

10. **The actual application forms.** Include space for the team's name, all team contact information, and space for the team to designate or check-off the categories in which they will compete.
11. **Open container policies.** Include open container policies for your contest and local vicinity.
12. **Fire extinguisher requirements.** Include fire extinguisher requirements and policies for your contest and local vicinity.

Other suggestions for applications include the following - information regarding when/how you will confirm applications, admission limitations if your event is gated and you will limit admissions to a certain number per team, and parking policies/restrictions that will be in effect for the event.

All Team Application forms for FBA-sanctioned BBQ contests must be reviewed and approved by the FBA Lead Contest Representative prior to printing or mailing.

As entries are received, keep a running electronic database of all the team info including team name, contact name, address, and phone. A column should have the list of the categories each team has entered although it will be rare that a team will not cook all four categories in the Pro division. Backyard teams might just cook one. Printed copies of the database are required documents for the FBA Contest Reps.

Team Confirmations

You should send Team Confirmation packets out as entries come in.

The following information is suggested for confirmation packages.

1. **Contest information.** Location, dates, timetable of events, etc.
2. **Lodging information.** Teams will make their own reservations. Include RV parks as well local hotels, motels, and B&Bs. Property names, phone numbers, toll free reservations numbers, and rates, as well as the distance from the competition site should be provided. Hotels/motels may choose to provide you with their flyers that can be added to your confirmation packages.

3. **Map to the event site from all access points.** Include travel from all major arteries. Some teams will travel from out of state.
4. Parking passes and instructions/policies for team parking.
5. **Admission passes or wristbands.** If your BBQ contest is part of a gated festival, include the admission for teams. If those admissions are limited, i.e., 10 per team, you may want to include a statement to that effect in your original application.
6. **Arrival time frames.** Most teams will move in on Friday. However, some may come Thursday, so advise them if this is possible.
7. **Cooks/team meeting time with FBA Contest Reps on Friday evening.** The standard for this meeting is 5pm and should not be changed.
8. **Competition categories and turn-in times.** Reiteration of competition categories and turn-in times for all sanctioned and ancillary events, especially if there are approved non-FBA times involved for sanctioned categories.

Section 3 - Judges

Judges Invitations

FBA will be responsible for soliciting and providing FBA-certified judges for your contest. The FBA runs judging classes throughout the year certifying individuals so if you wish to host a class, let your Lead Rep know about 6 months in advance.

Number of Judges Needed Calculated.

You will need seven (7) judges for every six (6) teams.

How many cook teams? Example – 45 teams.

1. Round up to the next number divisible by 6. Example – 48 teams.
2. Divide by 6. Example – 8 tables.
3. So, for your contest you are going to have 8 tables of six judges each plus one table captain for a total of $8 \times 7 = 56$ judges needed.
4. How many cook teams? Example – 30 teams.
5. No need to round up since you can divide 30 by 6.
6. Divide by 6. Example – 5 tables.
7. So, for this contest, 5 tables $\times 7 = 35$ judges needed.

Section 4 - Ancillary Contests

Ancillary, or extra contests, held in addition to the FBA-sanctioned categories are conducted solely at the contest organizer's discretion and direction. These events are traditionally held on Friday night and provide an opportunity for you to have additional community and team involvement in your event. Ancillary events usually begin at 7:00 p.m. and are completed by 9:00 p.m. Entry turn-ins can be staggered in 15-minute intervals or you may choose to have all categories submitted at the same time.

Please note: these extra elements are not FBA sanctioned and you, as contest organizer, are responsible for the operation and scoring of all ancillary events.

Ancillaries, as they are called, are "just-for-fun" contests. Ideas may include, but are not limited to, Sauce, Wings, Anything Butt (anything but the sanctioned contest categories), Desserts or Best Booth. If you are located in an area that is known for a specific food product, beef or strawberries for example, include those in your ancillary events. Best Strawberry Dessert is a good example. If your budget allows, the contest can even provide the local product. A minimal entry fee, \$10-\$25, is charged for each ancillary category. The payout is usually the pot and a small trophy to a single winner in each category. Winners of each contest are kept secret and ancillary awards are given just before the FBA sanctioned contest awards at Saturday evening's awards ceremony.

Sanctioned contest teams will traditionally participate so remember to include your extra categories and entry fees on your team applications. However, you may also have community participation so be sure to advertise these events. The structure and rules for ancillaries are limited only by your imagination.

These "extra" contests also allow your VIP's and sponsor(s) an opportunity to judge at your event. You may structure your ancillary categories to allow certain judges for certain contests or let the same set of folks judge them all. A rough rule of thumb for how many judges you'll need is one (1) judge per entry per category (unless you want the same group to judge all of your Friday events). In the event you are short judges, the FBA-certified judges are always ready to jump in assist.

Another popular ancillary event is the People's Choice Contest. This contest is an excellent way to get the public involved in your event and make additional monies at the same time. The contest can either purchase or have Boston butts donated. Meats to be cooked should be distributed to teams upon their arrival and no later than the Friday evening cooks' meeting. Teams will cook the butts and pull or slice them at your request. The contest provides each participating team with a large (9" x 12") foil pan and lid.

Volunteers' pick-up the People's Choice entries from the cook teams at a designated time usually just before the FBA-sanctioned categories begin. 10:00 a.m. works well for this pick-up. Each sample is numbered as it arrives at the People's Choice booth and your volunteers maintain a master list of team names and numbers assigned. The general public then pays a fee, usually \$5.00, to "judge" the BBQ and vote for their favorite choice. Votes can be cast via small ballots or by using tickets or tokens deposited into containers numbered the same as the samples. The votes are kept secret and the People's Choice trophy, payout, or both, is made at the Saturday evening awards ceremony.

The drawback to an ancillary event of this scale is the manpower needed. A contest organizer should not be the primary contact or coordinator of this element during the event. Delegate this to a group of volunteers that can help.

Section 5 - FBA Contest Representatives

FBA Rep's Responsibilities

Your contest will be assigned at least three (3) FBA-trained contest representatives to administer the sanctioned competition. The FBA refers to these individuals as "Reps." Your "Lead Rep" will contact you as soon as your contest is sanctioned to begin helping you with questions, logistical issues and details. If your contest reaches 40 or more teams, you will be assigned additional Reps as specified by the FBA Contest Sanctioning Terms and Conditions, Section 6 – Sanctioning Fees/Expenses (see www.fbabbq.org).

Rep's Accommodations and Expenses

It is your responsibility as contest organizer to make accommodation reservations for Friday night for each FBA Rep if needed. In some instances, a Rep may need accommodations for Saturday night. Check with Lead Rep. Please keep in mind some of the Reps are female and travel alone. Safety should take precedence over financial savings of less expensive lodging. Some Reps own and utilize personal RVs or travel trailers, and may prefer to be located on site if adequate power and water are available. In such cases, the Reps will contact the organizer directly to make appropriate arrangements.

The contest must, also, reimburse each Rep's travel and food per diem (see FBA Sanctioning Terms and Conditions, Section 6 – Sanctioning Fees/Expenses, <http://www.fbabbq.org>). Reps must provide you with receipts and will present you with an invoice prior to the contest awards ceremony.

If Reps must fly to your area, please work with them to accommodate their schedules. If you have an airline that is sponsoring the ticket, ask them for a variety of flight times to accommodate both parties. Ground transportation will be needed as well.

Rep's Requirements

Do not forget that your Lead Rep must approve your Team Applications prior to printing, and that all Contest Lead Reps should receive copies of your Team

Application, directions to the contest, parking passes, and admission passes, if needed. Some Reps travel with their spouses, so please remember to include these folks as well, when possible.

Reps will bring with them to your contest a computer with the FBA scoring program, a printer, scorecards, and additional materials as necessary to administer the contest.

The contest will be provided with a list of all other required materials and supplies to have on hand when the Reps arrive. ***Please, do not wait until the day of the event to purchase these supplies!*** Reps will inventory your supplies upon arrival.

The contest must provide an office area for scoring of the sanctioned contest. If a permanent building is not available, an RV is fine. However, an RV generator is not an acceptable source of power and there must be direct, dependable power accessible. If the RV's A/C is turned on, it can create a power surge that can wipe out the scoring data on the FBA computer. The sanctioned office area should be secure. It is the FBA's responsibility to correctly administer and score your contest. Distractions in the office area do not facilitate the concentration needed for accuracy during the score input process.

Upon arrival at your contest, if not several days prior to the contest, your Contest Reps will require the following:

1. **Team list.** Complete listing with team name, team contact name, address, and phone, and meat categories.
2. **A contest site diagram.** Show location of all team sites.
3. **Various Locations.** Locations for sanctioned scoring office, cooks' team meeting, judge's meeting and judging.
4. **Required Supplies.** Location of all required supplies.
5. **Additional Information.** Any additional information you wish to have communicated to the teams or judges.

Reps Timetable

Contest Reps will arrive Friday morning. After inventorying supplies, Reps will set up the scoring computer and then check in with the teams.

Meat Inspection will be handled by FBA Reps. These inspections will begin no later than 12 noon on Friday and will be concluded prior to the Cook Team Meeting that evening.

Reps will run the FBA-sanctioned Cooks' Meeting, scheduled for 5pm on Friday, and will distribute the team contest turn-in boxes leaving time for the teams to prepare for ancillaries. The Reps do want you to introduce yourself at the Cooks' Meeting and receive your accolades for having a contest.

After final preparations have been completed for the contest, usually by not later than 9-10 p.m., the office area must be secured for the night.

On Saturday morning, usually between 7:30-8:00 a.m., Reps prepare for the Judges' Meeting. The sanctioned office area will need to be open for their use at this time. The Judges' Meeting, held usually at 9:30 a.m., will again require your presence to say hello and thank judges for their efforts on behalf of your contest.

Reps will oversee and supervise the judging of the four (4) FBA-sanctioned BBQ categories and will collect scorecards at the end of each round of judging. Scores will be entered as time permits during categories and will be completed once all judging is over.

Reps will advise you when the sanctioned judging is complete. You can then use it for another event function; however, the judging area must be dedicated for the entire judging portion of the contest, 8:00 a.m. to approximately 3:00 p.m., on the day of the actual contest.

When the scoring results are complete, your Contest Reps will run scoring packets for each team. Copier access will be needed to prepare the packets for the teams. While those are being completed, a typed awards list will be submitted to you for the ceremony. If you wish to have your ancillaries included on that list, we are happy to do so, but must have a complete list of all winners and prize payouts by not later than 3 p.m.

Once the awards list is prepared, all payout checks should be written or cash filled envelopes prepared. All payout checks must be negotiable at the time of presentation. Checks may be left blank or written to "cash." It is recommended you have each team sign verification of the received check. At this point, only the

Contest Reps and organizer(s) will have knowledge of contest standings. No teams or individuals will be notified of the winners until the awards ceremony. Reps will then pack their gear, close the office area, and will be moved out prior to the awards ceremony. Reps will hold all score packets and distribute them to the teams *after* the award ceremony, no exceptions. In the event a team has chosen not to stay, it is the contest organizer's responsibility to mail them the scoring packet.

Section 6 - Supplies

A list of required contest judging supplies is provided below. **When acquiring these supplies, do not forget to include your ancillary contests.** All supplies must be on site by noon on Friday and preferably stored in the contest office space. Every item on the supplies list is there for a reason. If you are having difficulty understanding the logic for an item on the list, please contact the Lead Contest Rep. Here's an example, failing to have spoons on hand for an ancillary chili contest can just about shut down that category for the evening.

1. Office Space for Scoring
2. Copy Machine
3. Covered Judges Area
4. Alpha list of teams with names and address
5. Alpha list of judges
6. Team Site Layout Diagram
7. 2 Tables minimum in Judging Area for Completed Samples
8. Table Captains Work Tables - 1 for each 2 Judging tables
9. Chairs for Judging (8 per table)
10. Judging Tables (Number of Judges \div 6)
11. 9 X 9 Clamshells without partitions (Number of Teams x 4 +)
12. 9" Plates (Number of Judges x 4)
13. Bottled Water (Number of Judges x 4)
14. Crackers (four sleeves per judge's table or individual packets of oyster crackers)
15. Garbage Cans (minimum 2, preferably 4) and Liners
16. Ice
17. Ice Coolers
18. Paper Towels (4 rolls or more per judging table)
19. Sharpened Pencils without erasers (golf pencils are best) (7 or more per judging table)
20. Table Cloths

Section 7 - Space Requirements

Sanctioned Office

Secure, quiet, office area for contest documents and computers, as is detailed in Section 5.

Teams

An adequate number of 20' x 40' team sites located on relatively level ground, as detailed in Section 1. Keep in mind that many cook teams are now traveling with large motorhomes that will require much larger spaces.

A space adequate to seat all cook teams to hold the Cook's Team Meeting (the judging area can be used for this purpose).

Judges and Judging Area

The sanctioned contest judging area must be large enough to accommodate the number of eight-foot (8") judging tables, seating six (6) persons, four (4) on one side and one on each end, that are dictated by the number of teams entering your contest. There should be adequate room for table captains to move around each table. If a tent is being used to accommodate the judging area and teams have visual access to the tent, sides will be required. Tables and chairs need to be set up as addressed above. Five (5) tables need to be located outside the judging area, out of visual access to judges, for entry check-in. Table requirements and set up can change as necessary for state and local pandemic type regulations.

FBA has exclusive use of this area until after the scheduled Friday cook team meeting. You may use this area Friday night for your hospitality room or for your ancillary judging area. On Saturday, this area will be used only for the contest judging between 8:00 a.m. and approximately 3:00 p.m. The judges meeting can be held in this area Saturday morning. The Judging Area should be set-up for the sanctioned contest on Friday evening, once ancillaries are concluded.

Section 8 - Basic Volunteers

No successful contest has ever been run without volunteers and the more volunteers you have available, the better.

Judging Area

At least two (2) judging area volunteers are needed to assist at your contest. They will help with general clean up after each category. (They will also eat very well!) There will be extra samples remaining in all turn-in boxes, which you may use to feed your volunteer staff, if you so desire. The Contest Reps will ask where you would like these extra portions to go prior to the start of the contest.

Ice Sales

If you choose to sell ice on-site, you will need at least one volunteer with access to transportation, golf cart, for sales/delivery. Teams will purchase ice on site if it's available, so this effort can provide a small, but simple, additional income to your contest. Check your local yellow pages for ice distributors. They usually have delivery available. In addition, they may be able to provide the boxes for storage, like those you see outside of convenience stores. You will need power for the box.

Teams will want to purchase ice almost immediately upon arrival and will continue to do so through Saturday afternoon/evening. A simple recommendation is to keep your pricing in round numbers. If you pay \$2.50 a bag then make the team price \$3.00 or \$4.00. Change is not something with which teams, volunteers, or you want to deal. If you price the ice over the average market price, the teams will not purchase it on site; they will locate an alternate source.

Garbage Collection

You will need volunteers to assist in maintaining trash management at your contest. (BBQ contests produce a considerable amount of garbage!) Some contests combine the ice sales and garbage pick-up crews. In exchange for keeping the trash pickups maintained and selling the ice, the group receives the ice sale profit. Teams will bag their own trash and place it outside their cook sites for pick-up. Your main internal contest collection times are just before your event opens, when the event closes, and around 7:00 a.m. Saturday morning. You may want to

consider an additional crew for the end of the event to assist with final clean up. You will need at least one (1) 20-yard, or comparable, roll-off container to accommodate the refuse from a weekend-long contest of 25 teams or less.

Section 9 - Goody Bags

Contest organizers often give "goody bags" to teams and/or judges as a thank you for participating. Some contests have larger operating budgets than others do, so these are not required. However, if you do choose to provide goody bags, please exercise some discretion in the selection of items. Most teams have an abundance of key chains, jar openers, and pens. What the teams appreciate most are consumable items for the contest such as paper towels, garbage bags, dish soap, baggies, foil, and junk food. These items can be packaged in brown grocery bags.

Judges enjoy items from the local area. For instance, a contest was held in an area that was known for honey production. The organizer had jars of honey donated, tied a ribbon around the jar, attached the company's card and gave those to the judges. Keep in mind that judges don't get paid and have no chance to win anything at a contest. One way to guarantee they will return next year is to impress them with a creative goody bag.

Some contests provide custom printed aprons to the teams and judges. The judges especially appreciate these because they use them during the contest to help keep their clothes clean. Judging BBQ can be quite messy at times.

Some contests also give amenities to the Contest Reps that are different than the judge's gifts, and some do not. Again, all goody bags are at the contest's discretion.

Section 10 - Trophies and Awards

Trophies

BBQ teams compete for cash, trophies, and bragging rights in that order. Many contest's trophy through 5th place while others go through 10th. If your budget is limited, utilize it effectively by having better 1st through 5th and a good grand and reserve champion trophy.

Trophies may be indicative of your contest region. A fish camp hosted one of our contests and the trophy tops were Bass (little fish!). Another contest uses wood carved pigs for the grand and reserve champion trophies. It takes two people to lift them but they are memorable (and remarkable). If your budget allows, recognizing each team with a participatory ribbon is an additional option. If you are using participant ribbons, please ensure that the presentations are made quickly and at the beginning of the awards ceremony so that all teams may participate.

Keep in mind that trophies are the last (and lasting) element of your contest. It is a piece of the event teams take home. You want that memory to be a pleasant one.

The Awards Ceremony

The awards ceremony is usually scheduled between 4-6 p.m. on Saturday. ***It is important that you or your stage manager be ready for this portion of the contest on time.*** The teams are tired, have played hard and are ready to go home. All trophies and checks should be at the stage prior to the start of the ceremony. The Contest Reps will be either stage left or stage right with the team score packets.

The traditional order is for the ceremony is as follows.

1. Thank you to all teams and judges
2. Introduce and thank your staff and key volunteers
3. Thank your sponsors
4. Present ancillary awards
5. Present sanctioned category awards
6. Present reserve grand and grand champion

After the awards, there will be a mass exodus of teams. If you have permitted them to bring their vehicles on site prior to the awards, they will jump in and go. If not, you will need to have staff available to help manage traffic control. Either way, spend a few minutes saying good-bye and thank you. It is the personal contact the teams remember.

Section 11 - Organizer's Timeline and Checklist

6 Months +

1. Request sanctioning
2. Create event budget
3. Secure sponsors
4. Create team applications and send to FBA for approval
5. Secure lodging blocks and pricing at local hotel(s)
6. Price RV parks
7. Coordinate power and water set up and contractors
8. Develop site timeline
9. Develop bid package(s) for tent, portable restrooms, tables, chairs, etc.
10. Secure permits for site use
11. Create advertising and marketing strategy

3-6 Months

1. Make Team applications available on event and/or FBA websites
2. Event organizer must attend another scheduled FBA contest to gain working knowledge of how to properly run a contest.
3. Determine volunteer needs and begin recruitment
4. Order all equipment, portable restrooms, trophies and other rentals
5. Determine security needs based on operating hours
6. Determine in and outside transport needs such as shuttles and golf carts
7. Develop directional sign package, create signage and maps for teams, judges and public

6 Weeks

1. Send confirmation to teams
2. Create teams' databases
3. Secure lodging for FBA reps
4. Begin advertising campaign

4 Weeks

1. Secure supplies as needed for contest and ancillaries
2. Finalize plan for event layout
3. Coordinate services for ground care – mowing, spraying for ants, etc.
4. Complete textiles print order for shirts, aprons, etc.

2 Weeks

1. Pick up all ordered products
2. Confirm all services and equipment deliveries
3. Finalize event schedule
4. Stuff goody bags
5. Finish any last details

It is best to not wait until the week of the contest to deal with anything. There will be forgotten items, surprise developments and all kinds of "happenings" that will keep you from tending to the minor details. If you do have extra time on your hands, enjoy it. It will be the last you'll have for that week!

Section 12 - Budget Considerations

No two contests will have the same items in their budgets. Many contest items can be secured through in-kind sponsorships. When you call for pricing, keep detailed notes so you can re-contact all vendors during the bid process.

Basic contest budget considerations are as follows.

1. Sanctioning fee
2. Rep travel and accommodations
3. Trophies
4. Prize money
5. Contest supplies
6. Team and judge's goody bags
7. Golf cart rental
8. Printing
9. Directional signage
10. Postage
11. Advertising
12. Portable Restrooms
13. Dumpsters
14. Tables, chairs, and tents

Section 13 - Sponsorships

Sponsors are critical to the financial success of your contest. It is not possible for a contest to profit from team entry fees. These only offset a portion of your production costs. Sponsorships can be in the form of cash or in-kind donations. In kind sponsors donate product(s) or service(s) and receive the same benefits as cash sponsors.

For instance, you have a tractor dealer who will provide the golf carts for your event. Ask them to provide signage for the back of the equipment and bring some of their new equipment to the event for display. Additionally, ask them to include a "come see us at the BBQ" to their regular ads in the local paper.

Look at your event to determine potential sponsor recognition areas. Inclusion in your advertising is important, but not the only option. Place a dollar value on each area, then "sell" those areas to your sponsors accordingly. An example of this would be your general seating area where the general public will sit to eat. A local real estate company or brokerage firm may pay \$250-\$500 dollars to have table tents on all the tables and a banner hung somewhere else on the grounds. You will never know unless you ask.

It is advisable to have sponsorships that cover all your production costs. Planning to pay the bills based on potential beer sales can (and has) proven disastrous.