



Pacific Northwest Barbecue Association

## EVENT SANCTIONING INFORMATION

So, you or your group has been thinking about holding a BBQ competition, like those you see on the Food Network and other TV channels. There's a lot that goes into setting up a BBQ contest, and the Pacific Northwest BBQ Association (PNWBA) is here to help you by providing information and assistance.

You may want to hold a small event or a large event, a charity event, or add a barbecue component to an existing event. These are all possible provided that you have adequate resources and time to dedicate to the event.

To begin with, you need to decide whether you want your event to be "sanctioned", meaning you work with an established BBQ organization. There are many reasons to have your event sanctioned. The assurance that your contest will be run in a professional manner, that judging will be done consistent with established BBQ standards, using a double blind judging system, and that procedural rules will be enforced, is the proven sanctioned event structure that attracts competition cooks and makes your event successful.

The PNWBA is just one among several BBQ contest sanctioning bodies operating around the United States and Canada. We generally sanction events in the Pacific Northwest (Washington, Oregon, Idaho, Montana, Alaska) and in western Canada, but we are not limited to these areas. The PNWBA is the second oldest BBQ association in the nation, with a significant base of cooks, a support system for organizers, and a reputation for excellence in judging. Our organization sanctions approximately 40 events per year, which includes classes for new cooks and the judging of BBQ as well as the contests.

Our members (cooks) have participated in and won awards at national events such as the Jack Daniels Invitational, the American Royal, and the Great American BBQ contests.

So you've decided to sanction your event. Now what?

- Before contacting us, you need to pick a date. Look at a calendar and select several options that could work for you. If you are looking to add a BBQ competition to an existing event, be aware that our calendar fills quickly. We start with reserving space for recurring events, trying not to schedule BBQ events that conflict geographically with each other. Each market has a finite (although growing) number of competition teams. It is better to have one successful competition versus two less than successful events in a market.
- READ this document and the sanctioning application very carefully. There are specific requirements for events sanctioned by the PNWBA.
- After reading this documentation you can call us with questions or email us. Contact the PNWBA President or Events Coordinator (contact information on our website).
- Complete the sanctioning application and send it to the PNWBA, along with the application fee of \$100 (applicable toward the sanctioning fee for accepted events).

### **Event planning: Getting your ducks in a row**

To put on a BBQ event, some things are needed and some decisions must be made.

- **PRIZE MONEY:** The Pacific Northwest BBQ Association does NOT procure prize money for events. You must have a guaranteed source and amount of prize money for us to proceed with scheduling and advertising your event; the PNWBA will not sanction the event without this prize money guarantee. It should be understood that the cooking teams generally cook about \$200 worth of meat, pay an entry fee, buy sauces, rubs, fuel to travel to the event, and more often than not stay in a hotel one or two nights. It is a major expense for a team to come and compete. Without prize money, and the opportunity for a team to perhaps offset part of their expense with winnings, the event might not be well attended by teams. Therefore your event might be less of a success.

- **TYPE OF EVENT:** Decide if you are having a one-day or two-day cook-off. New competitions often start life as a one-day (or “lite”) event. Lite cooks begin around 6:00AM, are usually over by 5:00PM, and feature meats that can be cooked within this time range (usually ribs, chicken and Tri-tip, plus one more).
- **LOCATION:** Do you have a venue large enough to set up BBQ teams (and whatever other events you have happening onsite)? Teams require a space measuring a minimum of 10’ x 15’; teams with large (trailer) pits require 20’ x 20’ space or more. To host the judging and meeting area, a space with power, tables and chairs is required – either indoors or outdoors with a tent. The size of this area is based on the number of teams attending your event but it must 20’ x 20’ minimum.
- **PERMITS:** You are responsible for finding out about permits, inspections or fees required for your event (i.e., park usage, fire extinguisher inspection, health etc.).
- **ON-SITE EVENT NECESSITIES:** You need to make available running water, restrooms (or portable toilets), security for overnight events, ash disposal (with covers), grease and grey water disposal, and garbage disposal. You’ll also need to think about where teams will park their trucks, cars, or trailers that are not part of their cooking area. In addition, think about whether you have space for RVs either onsite at cooking area or near the event. Remember teams cook overnight.
- **REGISTRATION:** Decide whether you like the PNWBA to handle the event registration process for you, or that you want to handle registration yourself.
- **PUBLIC FOOD/TASTING:** Although BBQ competition meats are usually prepared for and served to the judging staff, there are instances where food is made available to the public, depending on the posture and requirements of the local Health Department.

Competition leftovers cut into small bites and offered for people to taste.	Helps to build interest and good will with event visitors.
Competition leftovers and extra cooked meat offered for sale by cooks.	Helps cooks offset the cost of competing and traveling to remote event locations.
Competition leftovers and extra cooked meat offered for sale by cooks, using scrip sold by a charity who gets a portion of the money taken in.	Raises money for non-profit organization, helps cooks offset the cost of competing (entry fee, meat, travel).
Organizer provides meats to teams who cook it and give it back, to be sold by non-profit charity.	Food sales to raise money for non-profit organization.

Sometimes a People’s Choice competition is held In conjunction with the public tasting options listed above, adding another element of competition and enhanced public involvement.

The requirements of local health departments vary widely (allowed, not allowed, permits required, etc.) regarding food service to the public, and YOU must explore the rules prior to planning your event.

- **ANCILLARY EVENTS:** Depending on your particular situation, other BBQ events may be of interest to you.

<b>EXTRA CATEGORIES</b>	Usually held on the first evening of a two-day event; gives cooks opportunity to compete in non-traditional BBQ contests like Desserts, Finger Foods, etc.
<b>COOKING CLASS</b>	PNWBA-taught beginner pitmaster training, held prior to your scheduled event. Draws interested cooks into competition, increases participation in remote locations.
<b>JUDGING CLASS</b>	Instruction on PNWBA method of judging BBQ, held prior to your scheduled event. Creates pool of qualified judges where few/none exist, generally raises public interest

Interested? Contact us to find out more about these related event opportunities and costs.

### How much does PNWBA sanctioning of my event cost?

The Association offers two different sanctioning fee structures. (Most organizers choose the All-Inclusive option.)

**FEE SCHEDULE <sup>(1)</sup>**

SANCTIONING METHOD	ALL INCLUSIVE <i>PNWBA collects event entry fees, to be used to cover costs of competition <sup>(2)</sup></i>	BASIC SERVICES Organizer handles registration and collects entry fees, and pays PNWBA for services & expenses
PROVIDED SERVICES	Use of PNWBA's proprietary rules and scoring system for the event  Proven scoring system: computer & program, barcodes, scanner, printer  Head judge staff to run the contest: One head judge for 1–19 teams; two head judges for 20–39 teams; three head judges for 40+ teams <sup>(3)</sup>  Appoint Board member event coordinator  Recruit certified BBQ judges  Judging supplies: Scorecards, pens, plates, napkins, tablecloths, competition food trays, etc.  We will create a flyer for your event  Publicize event: PNWBA website & newsletter  Provide certificate of insurance if required by Sponsor  Collect event's registration paperwork & money  Pay head judge fee and expenses for event  Purchase trophies and/or ribbons for event	Use of PNWBA's proprietary rules and scoring system for the event  Proven scoring system: computer & program, barcodes, scanner, printer  Head judge staff to run the contest: One head judge for 1–19 teams; two head judges for 20–39 teams; three head judges for 40+ teams <sup>(3)</sup>  Appoint Board member event coordinator  Recruit certified BBQ judges  Judging supplies: Scorecards, pens, plates, napkins, tablecloths, competition food trays, etc.  We can help you create event flyer (if needed)  Publicize event: PNWBA website & newsletter  Provide certificate of insurance if required by Sponsor
SANCTIONING FEE	Covered by entry fees collected	\$300 for 1–19 teams      \$350 for 20–39 teams      \$400 for 40+ teams
EXTRA FOOD CATEGORIES	Covered by entry fees collected	\$25 per category
HEAD JUDGE FEE	Covered by entry fees collected	Included in sanctioning fee
HEAD JUDGE EXPENSES	Covered by entry fees collected	Airfare and/or ground transportation including personal auto mileage per IRS rate at time of event <sup>(4)</sup> , plus lodging – paid directly to each head judge at end of the event
TROPHIES OR RIBBONS	Covered by entry fees collected	Organizer to purchase, in accordance with payout schedule
PRIZE MONEY (ORGANIZER)	Check to be provided to PNWBA in advance for writing the prize checks	Prize money must be guaranteed; awards are to be paid as advertised on day of event.
APPLICATION FEE <sup>(5)</sup>	\$100 Refunded after event, or upon denial of application	\$100 Applied toward total event sanctioning fee, or refunded upon or denial of application

- (1) Fees are subject to change each calendar year and are based on when the event is to be held.
- (2) A minimum number of teams is required to cover expenses.
- (3) Second and third head judges may be in head-judges-in-training, or PNWBA-certified assistants.
- (4) Current (2010) IRS mileage rate is 50¢ per mile.
- (5) Required with submitted application; non-refundable unless event is not approved by PNWBA Board.

## **What does PNWBA staff provide for sanctioning my event?**

The Head Judge and Event Coordinator will help you make your event run smoothly.

They are responsible for the following activities at the event:

1. Conduct Cooks meeting
2. Conduct Judges meeting
3. Conduct Table Captain meetings
4. Meet and greet teams
5. Dispense presentation containers to BBQ Teams
6. Supervise the entire judging process
7. Enforce PNWBA rules and regulations at the event.
8. Verify and distribute scores at the end of the event.
9. Help with event organizer distribute trophies/ribbons, prize money.

All PNWBA rules, regulations, materials, processes and procedures are protected under copyright.

## **About Us**

The Pacific Northwest Barbeque Association is a non-profit organization (501c3) whose purpose is to provide education about barbecue. In support of its mission, it holds cooking classes and barbeque contests throughout the Western States and Canada. The organization has about 500 members, although it is not necessary to be a member to participate in any of its events. For more about competition BBQ, contact the PNWBA at [info@pnwba.com](mailto:info@pnwba.com) or visit our website at [www.pnwba.com](http://www.pnwba.com) to get contact information for our current president or event coordinator.