



Event Sanctioning Information

Overview

So, you or your group is 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 with judging performed consistent with established BBQ standards, using a double blind judging system, and with procedural rules that will be enforced. It is this proven sanctioned event structure that attracts competition cooks and makes your event successful.

The PNWBA is just one of 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.

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 650 members, although it is not necessary to be a member to participate in any of its events. PNWBA sanctions approximately 40 events per year, which includes classes for new cooks, the judging of BBQ as well as 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.

Still interested in sanctioning your event? Then follow the 4 steps below...

- 1. Read this document** and the sanctioning application very carefully. There are many considerations and specific requirements for events sanctioned by the PNWBA.
- 2. Consider dates** that will work for you before contacting us. Look at a calendar and select several options. There are many existing annual events that are given priority if there are multiple events requested for the same weekend. It is not practical to schedule BBQ events that conflict geographically as there are a finite number of competition teams to attend each weekend.
- 3. Call or email us with questions.** Contact the PNWBA Events Coordinator or President (contact information on our website). It is better to discuss the event before dedicating too much time or money if it is not going to be possible to sanction.
- 4. Complete the sanctioning application** and send it with the **\$100 application fee** to the PNWBA.

Event Planning - *Getting your ducks in a row*

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

TYPE OF EVENT

Decide if you are having a one-day or two-day cook-off. It is recommended new competitions start life as a one-day (or “lite”) event.

One Day Lite Cooks begin around 6:00AM and the event is usually over by 5:00PM. Competition is in ribs, chicken, sausage and tri-tip. These are very popular with teams starting out and teams looking for a change to the two day competition.

Two Day Standard These are the main competitions in pork, brisket, ribs and chicken. They require the teams arrive the day prior so they can cook through the night. If the event gets adequate numbers it becomes a qualifier for national and international events (15 for a first year event and 25 for a second year event).

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 **70 days** prior to the event for us to proceed with scheduling and advertising your event. The PNWBA **will not** continue to sanction the event without this prize money guarantee.

Prize money at a standard full event cook ranges from \$2,000 to \$35,000 with the current average settling at about \$5,000. This total prize pool pays out each of the four categories to a minimum of 6th place, plus a Reserve Grand Champion and Grand Champion. For competitions with more than 30 teams there is also a Reserve Champion (3rd place). Sample pay out schedules can be provided on request.

ON-SITE EVENT NECESSITIES

The following facilities/services **must** be provided...

- Ash disposal (with covers)
- Garbage disposal
- Grease collection
- Grey water disposal
- Restrooms (or portable toilets)
- Running water
- Security for overnight events

The following facilities/services should be strongly considered...

- Provision of ice, either free or delivered at reasonable cost
- Power, for night lighting and required for some pits
- Parking for trucks, cars and trailers that are not part of the team set-up
- Is there space for RVs either onsite or near the event (closer to the team set-up the better)

PNWBA Promotion and Marketing

If requested, it is required that a 10 x 10 space be made available for the PNWBA to set up an information booth where we can provide information about barbecue and sell PNWBA promotional materials.

Cross marketing is required with the event required to use the official PNWBA logo on all contest materials, including but not limited to: promotional items, advertisements, banners, signage, shirts and all other contest materials. The event logo will be used on PNWBA promotions and communications.

LOCATION

Do you have a venue large enough to set up a barbecue competition? On top of whatever other activities you have happening as part of your event the barbecue competition needs...

Teams require a space measuring a minimum 10' x 15' per team with larger teams using trailer pits requiring a 20' x 20' space. More space is required for some teams.

Judging and meeting area requires a space with power, tables and chairs. This may be either indoors or outdoors with a sturdy tent. The size of this area is based on the number of teams attending your event but it must be 20' x 20' minimum.

When planning space consider the fire access lanes that may be required when getting the fire permit.

PERMITS

You are responsible for finding out and obtaining all permits, inspections or similar, at your own cost, required for your event. This may include but is not limited to fire permits, Health Department permits, park usage, fire extinguisher inspection, council use approval and similar.

A copy of the Fire Permit must be provided to the PNWBA.

If you would like teams to sample you must provide the event Health Department approval prior to teams submitting their permit applications to sample /vend.

REGISTRATION

Decide whether you would like the PNWBA to handle the event registration process for you, or that you want to handle registration yourself. If you collect payments they must be forwarded to the PNWBA 2 weeks prior to the event at the same time as the prize money.

PUBLIC FOOD/TASTING

Although the barbecue competition meats are prepared for the judges, there are instances where leftover food may be made available to the public. This is dependent on a number of factors such as the posture and requirements of the local Health Department, the nature and size of the event.

The ultimate decision on whether to participate in sampling is up to the individual teams and no guarantee can be made on the participation levels.

Public food/ tasting options

- 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 travelling to remote event locations.
- Competition leftovers and extra cooked meat offered for sale by cooks, using scrip sold by a charity that gets a portion of the money taken in.
Raises money for the charity, 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 charity.
Food sales raise money for charity.

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 barbecue events may be of interest to you.

Extra Categories Usually held on the first day of a two-day event this competition gives cooks an opportunity to compete in non-traditional barbecue contests like chili, Dutch oven, desserts, pizza, finger foods, and similar. This is a good opportunity to highlight sponsors products.

Whole Hog Although uncommon in the Pacific Northwest, this is a popular class of barbecue competition with there being many teams capable of competing. This would offer a different and interesting dimension to the right event.

Cooking Class PNWBA teaches beginner *Pit Master* classes. One may be held prior to your scheduled event. This may draw interested cooks into competition and increases participation in remote locations.

Judging Class Instruction on PNWBA methods of judging barbecue may be held prior to your scheduled event. This creates a pool of qualified judges where few or none may exist, generally raises public interest.

Optimising Your Event

It should be understood that the cooking teams generally cook about \$200+ worth of meat, pay an entry fee, buy wood, sauces, rubs, fuel to travel to the event, and more often than not stay in a hotel one or two nights. It's a major expense for a team to come and compete often totalling over a thousand dollars.

With so many competitions available to choose from now it is necessary to consider how you want to appeal to the potential teams. This may include good prize money, subsidised entry fees or a great 'feel good' event.

During 2011 a PNWBA member discussed this across 4 competition barbecue forums and we would like to share the summary for your consideration.

What are the top 5 reasons for choosing a particular barbecue competition?

1. Distance...how close it is to home?
2. Entry Fee...how much it costs to enter?
3. Reputation...family friendly, organizers take care of the teams?
4. Pay-Outs...prize money (comparable to entry fees)?
5. Location...easy access, level sites, grass vs. asphalt?

What are the main amenities/organization you look for in a competition?

1. Water...delivered or close proximity to site.
2. Power...clean, reliable, and close proximity to site.
3. Ice...available on site or delivered (free or reasonable cost).
4. Trash pick up...continuous on site pick up.
5. Parking...on site for RV, trailer, or truck.
6. Porta Potty's...plenty of them...clean & well serviced.
7. Communications...clear, concise and timely with the promoter, sponsors, sanctioning body, etc.
8. Site Boundaries...clearly marked and assigned according to team requests as to size needed. Boundary lines strictly enforced.
9. Noise...quiet hours strictly enforced, no loud music.
10. Disposal...gray water, grease, and ash disposal available and close proximity to site.

Sanctioning Options

There are two ways the PNWBA sanction events, Option 1 Basic Services and Option 2 – All inclusive. These are described over the next two pages.

Option 1 – Basic Services

This option means that you organize all the major aspects of the BBQ Competition to the minimum standards required by the PNWBA prior to the day. Including but not limited to facilities, amenities, trophies, insurance and permits.

On the day the PNWBA will run the competition including all competitive aspects including set-up, rule adherence and judging. The sanctioning means that the event is recognized in an official capacity and if the event meets the minimum team numbers, winners can use this towards National and International events as well as the annual PNWBA rankings. The event is marketed to PNWBA member teams.

The PNWBA Board appoints a contact point who will communicate your event to the Board, web master and teams to facilitate clear communications and success of your event.

Option 2 – All inclusive

The all inclusive option means that the PNWBA primarily coordinates the BBQ competition within the space provided for your event. This is done in close cooperation with you.

The event coordination includes the management of teams prior to and on the day including application form and fee collection. The money collected from the teams is responsible for the cost the BBQ Competition, including judging, trophies, insurance, consumables and similar.

It is your responsibility to provide a fully functional and licensed area to hold the event including appropriate water, ash collection, garbage disposal and similar.

What does PNWBA provide for sanctioning my event?

Whichever sanctioning option you select on the day(s) of your competition the PNWBA will provide...

An onsite PNWBA representative as a point of contact for team coordination and the head judge who will together help ensure your event runs smoothly.

They are responsible for the following activities at the event:

- Facilitate team load in and load out
- Team competition, safety and meat inspection on set-up
- Conduct cooks meeting
- Conduct judges/table captain meetings
- Provide and distribute competition and judging resources (including turn-in boxes, paper, pens, napkins, judging forms and similar)
- Supervise the entire judging process
- Enforce PNWBA rules and regulations at the event
- Verify and distribute scores at the end of the event
- Help with event organizer distribute trophies/ribbons, prize money through the awards ceremony.

Sanctioning Method		Basic Services	All Inclusive
		<i>Organizer handles registration and collects entry fees, and pays PNWBA for services and expenses</i>	<i>PNWBA collects event entry fees to be used to cover the costs of the competition</i>
Fees and Monies	Application Fee	\$100 non-refundable	\$100 non-refundable
	Sanctioning Fee	\$300 - 1 to 19 teams	Covered by fees collected
		\$350 - 20-39 teams	(A minimum number of teams is required to cover expenses)
		\$400 - 40+ teams	
	Extra Food Categories	\$25 per category	Covered by fees collected
Prize Money	Prize money must be guaranteed 70 days prior	Prize money but be guaranteed 70 days prior	
	Prize money forwarded to PNWBA	Prize money forwarded to PNWBA	
Event Coordination	PNWBA Representative	The board will appoint an event coordinator	The board will allocate a board contact
	Trophies and Ribbons	Organizer to purchase in accordance	Covered by fees collected
	Marketing to teams	Will post your flyer and help design if required	Will create and post event flyer
		Publicize through PNWBA website and newsletter	Publicize through PNWBA website and newsletter
	Team registration	Collect event's registration paperwork and money	Registration and money collected by PNWBA
Insurance	Must <u>coordinate and pay</u> for own insurance for the event	Provide insurance A copy of certificate of insurance can be provided if required	
Judging	Head Judge Staff*	Head judge(s) to staff and run the event	Head judge(s) to staff and run the event
		1 head judge - 1 to 19 teams	1 head judge - 1 to 19 teams
		2 head judges - 20 to 39 teams	2 head judges - 20 to 39 teams
		3 head judges - 40+ teams	3 head judges - 40+ teams
	Judging System	Use of PNWBA's propriety rules and scoring system for the event. Including computer, program, barcodes, scanner and printer	Use of PNWBA's propriety rules and scoring system for the event. Including computer, program, barcodes, scanner and printer
	Head Judge(s) Expenses	Must provide airfare and/or ground travel including personal mileage as per IRS rate at the time of the event**	Covered in fees collected
		Must provide lodging for the head judge	
General Judges	Recruit and schedule certified judges	Recruit and schedule certified judges	
Judging Supplies	PNWBA provides	PNWBA provides	
* Second and third head judges may be in head-judges-in-training, or PNWBA-certified assistants.			
** Current (2011) IRS mileage rate is 50¢ per mile.			