



## 2018 Event Sanctioning Information

### Overview

So your organization 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 and 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 can help make your event successful.

The Pacific Northwest Barbeque Association is a non-profit organization 501(c)(3), whose stated purpose is to provide education about barbecue. In support of its mission, it holds classes and barbecue contests throughout the Western States and Canada. The organization has about 700 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, judging courses and contests.

The PNWBA is one of several BBQ contest sanctioning bodies operating in the United States and Canada. We generally sanction events in the Pacific Northwest (Washington, Oregon, Idaho, Montana, Alaska, California and in western Canada), but we are not limited to these areas. Established in 1991, 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 and organizing.

Our members have participated and judged in many national events such as the Jack Daniels World Invitational, The American Royal and the Great American BBQ contests. Our cooks have had great success winning awards at these events.

Still interested in sanctioning an 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 that will compete each weekend.
3. **Call or email us with questions.** Contact the PNWBA Events Coordinator at [events@pnwba.com](mailto:events@pnwba.com). 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 mail it, with the **\$100 application fee**, to the PNWBA. If possible also email a copy to [events@pnwba.com](mailto:events@pnwba.com) and [treasurer@pnwba.com](mailto:treasurer@pnwba.com).

## Event Planning – *Getting your ducks in a row*

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

### TYPE OF EVENT

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

**One Day ('Lite')** - Cooks begin around 5:30 AM (load in) and the event is usually over around 5:00 PM. Competition is in ribs, chicken, tri-tip and sausage (or other item). 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, featuring pork, brisket, ribs and chicken. They require the teams arrive the day prior to judging so they can cook throughout the night. These events can often have extra categories on the 1st day – while the main meat categories are turned in on day 2. If the event gets enough teams to participate, it becomes a qualifier for national and international events (15 in the first year of the event and 25 for the second and subsequent years of the event).

### PRIZE MONEY

The Pacific Northwest BBQ Association **does not** procure prize money for events. You must have a guaranteed source and that amount must be guaranteed in writing **70 days prior** to the event for us to proceed with scheduling and advertising the event. The PNWBA **will not** continue to sanction the event without this prize money guarantee. We will also not schedule an event that is delinquent in any funds owed to the PNWBA from a previous event.

Prize money at a standard full two-day event ranges from \$3,500 to \$35,000 with the current average settling at about \$7,500. This total prize pool pays out each of the four main categories to at least 6<sup>th</sup> place, plus Reserve Grand Champion and Grand Champion prizes. For competitions having more than 30 teams there is also a Reserve Champion prize (3<sup>rd</sup> place overall). Sample payout schedules can be provided upon request.

## **ON-SITE EVENT NECESSITIES**

The following facilities/services **MUST** be provided by the venue/organizer...

- Ash disposal (with covers)
- Grease collection
- Garbage disposal
- Grey water disposal
- Restrooms (or portable toilets) appropriate to the number of teams and attendees of the event. If portable toilets are used you must provide hand wash facilities (with pumped or running water).
- Running water (for hand wash stations and dishwashing)
- Security for overnight events
- Covered judging area with power, tables, chairs and restroom access (preferably indoors. If outdoors the cover should provide “walls” to offer a limited wind break and limit the view of the cooking area.)

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

- Power, required for some pits and for night lighting (if power is not provided the venue must allow teams to use small portable generators. Note: lack of power will limit team participation.)
- Provision of ice, either free or delivered at reasonable cost.
- Parking for trucks, cars and trailers that are not part of the team set-up (for cooks and judges)
- Space for RV's either onsite or near the event (closer to the contest is the best). Some events allow RVs in the cooking venue.
- Gift bags with goodies for teams and judges.

We ask reasonable accommodation for those team members and judges with medical or ADA needs. This might include electrical hook-ups and nearby RV parking.

## **PNWBA PROMOTION AND MARKETING**

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

Cross marketing for the event it is required to use the official PNWBA logo on all contest materials, including but not limited to; promotional items, website, all electronic media, 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, a barbecue competition needs:

**TEAMS' SPACE** – Teams must have set-up space measuring a minimum 20'x 20' per team. More space is required for some teams using larger trailer pits or those cooking out of a large equipment trailer.

**JUDGING AND MEETING AREA** – This requires a space with power, tables (8ft), chairs and garbage cans. This may be either indoors or outdoors with a sturdy tent. The tent must have some way to block viewing of turn-ins from the judges (some sort of side or smaller tent). The size of the area needed is based on the number of teams attending your event. For an event that has 12 teams, the judging space needs to be at least 20' x 20'. Larger events need more judges and judging space. The judging area should not be so far away from the teams as to create a burden for teams to turn in entries. If this area is outside it should not be right next to the cooks as smoke in the judging area interferes with accurate judging. In addition, the judging area should be away from any stage or speakers (loud area) as judges need to be able to hear instructions. The venue should make contact with the assigned Head Judge to discuss judging area requirements.

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

## **PERMITS**

You are responsible for researching which permits are required for your event and any ancillary events. And for procuring those permits, inspections or similar, at your own cost. This may include, but is not limited to, fire permits, event 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. (note: each team is required to have a 2A 40BC or 3A 40 BC Fire extinguisher)

If you would like the teams to sample food to the public at your event, you must obtain any permits from Health Department. We can help answer any questions the Health Department may have about how the event works and team requirements.

## **REGISTRATION**

Decide whether you would like the PNWBA to handle the event registration process for you (ALL INCLUSIVE), or if you want to handle registration yourself (BASIC SERVICE). If an organizer gets any direct payments in error for an ALL INCLUSIVE event they must be provided to the PNWBA two weeks prior to the event along with the prize money payment.

## **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 requirements of the local Health Department, the nature and size of the event. (Reminder -- Venue is responsible for getting any Health Department permits needed.)

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

### ***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 (extra meat is sometimes provided by organizer), offered for sale by cooks, using scrip sold by a charity (or venue) that keeps 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.

If interested in tasting or people's choice please discuss plans with board rep. / member rep. as soon as you can. They need to inform teams as early as possible.<sup>214</sup>

The requirements of local Health Departments vary widely regarding food service to the public. (allowed, not allowed, permits required, etc.) YOU must explore the rules well in advance of 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, seafood, salmon, and similar. This is a good opportunity to highlight sponsors products (product can be donated for use in contest, sponsors can judge).

Whole Hog - Although uncommon in the Pacific Northwest, this is a popular class of barbecue competition in other areas of the country but brings a lot of interest to cooks. This would offer a different and interesting dimension at the right event.

Cooking Class - The PNWBA teaches beginner Pit Master classes and demo type cooking classes. One could be held prior to your scheduled event. This may draw interested cooks into competition and increase 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, and generally raises public interest.



## **OPTIMIZING YOUR EVENT**

It should be understood that the cooking teams generally cook about \$300+ 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 totaling 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, subsidized entry fees, or taking part in a great "feel good" event.

From PNWBA member discussion forums we would like to share comments made by teams for your consideration.

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

1. Distance... how close is it to home?
2. Entry Fee...how much it cost 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 versus asphalt?

What are the main amenities 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 (or very close)
6. Port a Potty's...plenty of them...clean and 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**

Event sanctioning means that your event is recognized in an official capacity. If the event meets the minimum number of teams required, winners will qualify for National and International events as well as the annual PNWBA rankings and Team of the Year awards. The event is marketed to PNWBA member teams but the PNWBA does not guarantee a minimum number of teams.

It is your responsibility to provide a fully functional and permitted area to hold the event including the amenities of water, ash collection, garbage, water disposal, grease disposal, judging area, etc.

The PNWBA Board appoints a contact person who will communicate with you regarding your event, and also with the Board, PNWBA Webmaster and teams to facilitate clear communications and success of your event.

On the contest day, the PNWBA will run all competitive aspects of the competition including rule adherence, site/meat inspections and judging.

### **Sanctioning Options**

There are two ways to have the PNWBA sanction events: Option 1 – Basic Services, and Option 2 – All Inclusive. These are described below and over the next three pages.

#### **OPTION 1 – BASIC SERVICES**

This option means that you organize all the major aspects of the BBQ competition at least to the minimum standards required by the PNWBA prior to the contest day. This includes, but is not limited to facilities, amenities, trophies, insurance, registration forms, entry fees and permits.

You will be in direct contact with the Head Judge(s) assigned to your event as you will need to keep them updated as to the number of teams signed up so sufficient numbers of judges will be recruited for your event. Also, you will be required to pay for Head Judge(s) travel and expenses for the event. Such as airfare or mileage, car rental if necessary, hotel, etc.

## **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 of the event including the registration form, team roster and entry fee collection. The cost of the BBQ Competition - cost of Head Judge(s) transportation – lodging – expenses, trophies, judging supplies, insurance, etc. – is covered by the money collected from the teams.

**Remember:** Either option, the PNWBA **does not** procure prize money for events.

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

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

- Competition team site, safety and meat inspection on set-up.
- Conduct cooks meeting and judges meetings.
- Provide and distribute judging supplies to cooks and judges (turn-in boxes, paper, pens, napkins, forms, etc.)
- Supervise the entire judging process.
- Enforce PNWBA rules and regulations at the event.
- Verify and distribute scores at the end of the event – and help distribute trophies and ribbons.

## Fees and Monies

Sanctioning Method	BASIC SERVICE	ALL INCLUSIVE
	<b>Organizer handles registration and collects entry fees, and pays PNWBA for services and expenses</b>	<b>PNWBA collects event entry fees to be used to cover the costs of the competition</b>
Application Fee	\$100 non-refundable	\$100 non-refundable
Sanctioning Fee	\$500 – 1 to 19 teams \$550 – 20 to 39 teams \$600 – 40+ teams (for events over 54 teams add \$50 per Head Judge as required below) **\$250 must be paid no later than 30 days before the event and remainder at the event or within 30 days of the close of the event.	Covered by fees collected (A minimum number of teams is required to cover expenses)
Extra Categories	\$25 per category	Covered by fees collected
Prize Money	The Pacific Northwest BBQ Association <b><u>does not</u></b> procure prize money for events. Prize money must be guaranteed in writing 70 days prior to the event.	The Pacific Northwest BBQ Association <b><u>does not</u></b> procure prize money for events. Prize money must be guaranteed in writing 70 days prior to the event.  Prize money must be provided to PNWBA no later than 2 weeks prior to the event.
Head Judge(s) Expenses	Must provide airfare and/or ground travel, including personal mileage as per IRS rate at time of the event, parking, tolls and lodging expenses. (Misc. daily expenses for meals or other offsite expenses for Head Judge(s) for two days at a maximum of \$50 per day per Head Judge)	Paid by PNWBA directly to Head Judge(s)

## Event Coordination

Sanctioning Method	BASIC SERVICE	ALL INCLUSIVE
PNWBA Representative	The PNWBA Board will appoint a Board contact	The PNWBA Board will appoint a Board contact/coordinator
Trophies and Ribbons	Organizer to purchase, in accordance with PNWBA requirements	Purchased by PNWBA
Marketing to teams	Will post your flyer and help design if needed. Publicize through PNWBA website and newsletter	Will create and post event flyer on website
Team registration	Organizer collects their own registration and money – must provide team list with contact information to Head Judges 2 days before the event	Registration and money collected by PNWBA
Insurance	Organizer must coordinate and pay for their own insurance for the event	PNWBA provides – If needed PNWBA can provide a certificate.

## Judging

Sanctioning Method	BASIC SERVICE	ALL INCLUSIVE
Head Judge Staff	Head Judges to staff and run the event 2 Head Judges – up to 39 teams 3 Head Judges – 40 to 54 teams 4 Head Judges – 55 to 70 teams 5 Head Judges – 71 + teams If more teams are added, Board will determine # of HJs.	Head Judges to staff and run the event 2 Head Judges – up to 39 teams 3 Head Judges – 40 to 54 teams 4 Head Judges – 55 to 70 teams 5 Head Judges – 71 + teams If more teams are added, Board will determine # of HJs
Judging System	Use of PNWBA’s proprietary scoring system and rules for the event. This includes computer, program, barcodes, scanner and printer.	Use of PNWBA’s proprietary scoring system and rules for the event. This includes computer, program, barcodes, scanner and printer.
Certified Judges	Head Judge recruits, communicates with and registers judges for the event.	Head Judge recruits, communicates with and registers judges for the event.
Judging Supplies	PNWBA provides	PNWBA provides