



## 2021 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 or two-day cook-off.

**One Day** - Event begins around 5:30 AM (load in) and the event is usually over around 5:00 PM. Competition typically consists of a pork item (typically ribs), chicken, and beef item such as tri-tip. An additional small side category is often included such as burger, steak, sausage. 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, chicken and ribs. 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 8<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 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 (8 ft), 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 per PNWBA cook's rules)

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.

## **EVENT INSURANCE**

Event organizers are responsible for obtaining any event insurance required by local jurisdictions or as desired by the organizer. Event insurance is not provided by the PNWBA.

## **REGISTRATION**

The PNWBA will handle the event registration process for the teams and judges. Teams will register for the event through the PNWBA website and pay all registration fees through the PNWBA website. If an organizer gets any direct payments in error for an 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.

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 burger, steak, 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 \$500+ 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 6 reasons for choosing a particular barbecue competition?

1. Distance... how close is it to home?
2. Event Date.. how does it fit in a busy calendar
3. Entry Fee...how much it cost to enter?
4. Reputation... family friendly, organizers take care of the teams?
5. Pay-Outs ... prize money (comparable to entry fees)?
6. 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.

## **EVENT SANCTIONING**

Event sanctioning means that your event is recognized in an official capacity. Sanctioning also provides gives competitors a piece of mind that the judging was done with an unbiased and impartial system. 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.

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

#### 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.
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- Verify and distribute scores at the end of the event – and help distribute trophies and ribbons.

## **SANCTIONING SERVICE LEVELS**

### **1. All Inclusive**

### **2. Limited Services**

### **3. Small Event**

The PNWBA offers three levels of sanctioning services. The sanctioning options vary from the organizer that wants full coordination of the BBQ competition to a less hands-on option where the PNWBA provides judging/sanctioning of the event. If you are unsure what level of sanctioning would fit your event best contact us and we can help explain the nuances in better detail.

The following chart shows the sanctioning levels available and the responsibilities covered by the PNWBA, the event organizer (you), or both.

SANCTIONING OPTIONS AND RESPONSIBILITY MATRIX				
EVENT SANCTIONING TYPE	PNWBA RESPONSIBILITY			EVENT ORGANIZER RESPONSIBILITY
	SMALL EVENT	LIMITED SERVICES	ALL INCLUSIVE	
<b>PRIZE MONEY</b>				●
DETERMINES EVENT ENTRY PRICE	ORGANIZER	ORGANIZER	PNWBA (\$195/TEAM)	YES FOR LIMITED SERVICES & SMALL EVENT
HEAD JUDGE TRAVEL EXPENSES			●	YES FOR LIMITED SERVICES & SMALL EVENT
TROPHIES			●	YES FOR LIMITED SERVICES & SMALL EVENT
TEAM & JUDGE REGISTRATION	●	●	●	
COMPETITION SUPPLIES	●	●	●	
PROPRIETARY SCORING AND RESULTS	●	●	●	
PROVIDE TRAINED AND CERTIFIED JUDGES	●	●	●	
PROVIDE PNWBA EVENT REP.	●	●	●	
PERFORM MEAT INSPECTION & COOKS MEETING	●	●	●	
ANCILLIARY CATEGORIES	NONE ALLOWED*	\$30/CATEGORY	●	
MARKETING - POST ON WEBSITE, SOCIAL MEDIA	●	●	●	●
EVENT INSURANCE				●
SITE LOCATION & TEAM SPACE AVAILABILITY (MIN. 20'X20' SPACE)				●
JUDGING LOCATION - SEE REQUIREMENTS				●
ASH DISPOSAL				●
GARBAGE DISPOSAL				●
GRAY WATER DISPOSAL				●
PORTABLE TOILETS				●
POTABLE WATER				●
ELECTRICITY				●
LOCAL PERMITS (HEALTH DEPT., CITY, ETC.)				●
*SMALL EVENT IS A MAXIMUM OF 2 MEATS/CATEGORIES				
<b>EVENT SANCTIONING FEES</b>				
APPLICATION FEE (NON-REFUNDABLE AFTER BOARD APPROVES SANCTIONING)	\$100	\$100	\$100	
SANCTIONING FEE	\$150 + \$10/ TEAM	\$400 + \$20/ TEAM	\$0	
• Entry fees for All Inclusive sanctioning are kept by the PNWBA. On Limited Services and Small Event sanctioned events, the organizer keeps the entry fees minus the application and sanctioning fees per fee structure. See sanctioning documents for additional information.				

## **ALL INCLUSIVE SANCTIONING**

All inclusive 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 Judges' transportation – lodging – expenses, trophies, judging supplies, etc. – is covered by the entry money collected from the teams.

### **Cost to Organizer**

This sanctioning service level only costs you, as the organizer, the \$100 application fee. The PNWBA keeps all team entry fees to cover the costs of the event.

### **Ancillary Categories**

The All Inclusive service level covers ancillary contests and the associated judging you may want to include in your 2-day event for no additional fees.

**Remember:** The PNWBA **does not** procure prize money for events.

## Fees and Monies

	<b>PNWBA collects event entry fees to be used to cover the costs of the competition</b>
Application Fee	\$100 non-refundable
Extra Categories	Covered by fees collected
Prize Money	The Pacific Northwest BBQ Association <b>does not</b> procure prize money for events. Prize money must be guaranteed and be provided to PNWBA no later than 2 weeks prior to the event.
Head Judge(s) Expenses	Paid by PNWBA directly to Head Judge(s)

## Event Coordination

PNWBA Representative	The PNWBA Board will appoint a Board contact/coordinator
Trophies and Ribbons	Purchased by PNWBA
Marketing to teams	Will create and post event flyer on website
Team registration	Registration and money collected by PNWBA
Insurance	Event organizer responsible for event insurance.

## Judging

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 HJ's
Judging System	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.
Judging Supplies	PNWBA provides

## LIMITED SERVICES SANCTIONING

The Limited Services sanctioning option is an alternative to the All Inclusive sanctioning and is typically designed for event organizers that are experienced in hosting BBQ events. This is also a great option for event organizers that prefer to perform a larger amount of the event organization on their own.

Under this sanctioning option, the event organizer is responsible for providing trophies, paying for the head judge travel costs, and taking on a larger role in the BBQ contest setup and organization. The PNWBA will collect the registration fees, manage the team and judge registration, and perform the judging and scoring /award portion of the event.

The PNWBA does not keep all of the team registration fees in the Limited Services sanctioning option. The PNWBA only keeps the \$500 in sanctioning fees plus \$20 per team that registers for the event. The remainder of the team entry fees go back to the organizer minus the sanctioning fees, head judge travel costs, and payment processing fees. The remainder of the team registration fees collected can be used by the organizer to cover event costs or increase the prize pool.

### Overview of Limited Sanctioning Steps:

- Organizer pays the \$500 to cover the application and sanctioning fee. PNWBA rep provides estimated head judge travel costs and registration processing fees.
- PNWBA signs teams up and PNWBA collects registration fees through our website and online system.
- 14 days before the event – PNWBA will cut the organizer a check for the balance of registration fees less the sanctioning fees, head judge travel costs, and processing fees.
- After Event – If additional teams signed up after 14 days, balance/fees will be settled between PNWBA and organizer.

### Cost to Organizer

This sanctioning service level has a \$100 non-refundable application fee. Once the Board has approved the event this fee becomes non-refundable. In addition to the application fee, there is a sanctioning fee of \$400 plus \$20 fee per team

that attends the event.

The event organizer is responsible for paying the head judge travel costs. These costs include 2 days of meals, lodging, and travel (mileage) to your event for two head judges. These costs can vary depending on where the head judge is traveling from and the lodging costs in the area.

In addition to these costs, the organizer is responsible for the costs to process team registration payments. The PNWBA will provide the service to register teams and judges and collect the payments. There is a payment processing fee by the third party processing company of approximately 3% that will be covered by the event organizer. These costs will be deducted from the event registration fees collected. The remainder of the team entry fees after all these costs are covered are returned to the event organizer. The remainder of the team registration fees can be used by the organizer to cover event costs or increase the prize pool.

The Limited Services sanctioning level does not cover the cost of trophies. Trophies and awards are the responsibility of the organizer under this sanctioning option.

### **Ancillary Categories**

Ancillary categories are an additional \$30 per category under this sanctioning option to cover the cost associated with judging these additional categories.



## Fees and Monies

	<b>PNWBA collects event entry fees to be used to cover the costs of the competition</b>
Application Fee	\$100 non-refundable application fee + \$400 sanctioning fee + \$20/team
Extra Categories	\$30 per ancillary category
Prize Money	The Pacific Northwest BBQ Association <b>does not</b> procure prize money for events. Prize money must be guaranteed and be provided to PNWBA no later than 2 weeks prior to the event.
Head Judge(s) Expenses	Paid by event organizer

## Event Coordination

PNWBA Representative	The PNWBA Board will appoint a Board contact/coordinator
Trophies and Ribbons	Event organizer is responsible to coordinate and pay for trophies and ribbons
Marketing to teams	Will create and post event flyer on website
Team registration	Registration and money collected by PNWBA
Insurance	Event organizer responsible for event insurance.

## Judging

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 HJ's
Judging System	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.
Judging Supplies	PNWBA provides



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## **SMALL EVENT SANCTIONING**

The Small Event sanctioning option provides a level of sanctioning for very small events that will have 2 categories or less. This is a great option for organizers that are looking for a one day small backyard style event with 2 meat categories such as ribs, chicken, etc.

Under this sanctioning option, the event organizer is responsible for providing trophies, paying for the head judge travel costs, and taking on a larger role in the BBQ contest setup and organization. The PNWBA will collect the registration fees, manage the team and judge registration, and perform the judging and scoring /award portion of the event.

The PNWBA does not keep all of the team registration fees in the Small Event sanctioning option. The PNWBA only keeps the \$250 in sanctioning fees plus \$10 per team that registers for the event. The remainder of the team entry fees go back to the organizer minus the sanctioning fees, head judge travel costs, and payment processing fees. The remainder of the team registration fees collected can be used by the organizer to cover event costs or increase the prize pool.

### **Overview of Limited Sanctioning Steps:**

- Organizer pays the \$250 to cover the application and sanctioning fee. PNWBA rep provides estimated head judge travel costs and registration processing fees.
- PNWBA signs teams up and PNWBA collects registration fees through our website and online system.
- 14 days before the event – PNWBA will cut the organizer a check for the balance of registration fees less the sanctioning fees, head judge travel costs, and processing fees.
- After Event – If additional teams signed up after 14 days, balance/fees will be settled between PNWBA and organizer.

### **Cost to Organizer**

This sanctioning service level has a \$100 non-refundable application fee. Once

the Board has approved the event this fee becomes non-refundable. In addition to the application fee, there is a sanctioning fee of \$150 plus \$10 fee per team that attends the event.

The event organizer is responsible for paying the head judge travel costs. These costs include meals, lodging (if needed), and travel (mileage) to your event for two head judges. These costs can vary depending on where the head judge is traveling from and the lodging costs in the area.

In addition to these costs, the organizer is responsible for the costs to process team registration payments. The PNWBA will provide the service to register teams and judges and collect the payments. There is a payment processing fee by the third party processing company of approximately 3% that will be covered by the event organizer. These costs will be deducted from the event registration fees collected. The remainder of the team entry fees after all these costs are covered are returned to the event organizer. The remainder of the team registration fees can be used by the organizer to cover event costs or increase the prize pool.

The Small Event sanctioning level does not cover the cost of trophies. Trophies and awards are the responsibility of the organizer under this sanctioning option.

### **Ancillary Categories**

Ancillary categories are not allowed under the Small Event sanctioning option. If more than 2 categories are desired the Limited Services or All Inclusive Sanctioning options will need to be used.

## Fees and Monies

	<b>PNWBA collects event entry fees to be used to cover the costs of the competition</b>
Application Fee	\$100 non-refundable application fee + \$150 sanctioning fee + \$10/team
Extra Categories	None allowed.
Prize Money	The Pacific Northwest BBQ Association <b>does not</b> procure prize money for events. Prize money must be guaranteed and be provided to PNWBA no later than 2 weeks prior to the event.
Head Judge(s) Expenses	Paid by event organizer

## Event Coordination

PNWBA Representative	The PNWBA Board will appoint a Board contact/coordinator
Trophies and Ribbons	Event organizer is responsible to coordinate and pay for trophies and ribbons
Marketing to teams	Will create and post event flyer on website
Team registration	Registration and money collected by PNWBA
Insurance	Event organizer responsible for event insurance.

## Judging

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Judging System	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.

Judging Supplies	PNWBA provides
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