

HOW TO RUN A BBQ



Speak to your campus Club Support Coordinator for more information on how to plan a BBQ

Campus	Club Support Officer	Contact Details
Burwood	Sophie Elizabeth	sophie.elizabeth@deakin.edu.au
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SO YOU WANT TO HOLD A BBQ?



This is a winning strategy for your club to raise money, get students involved and promote your club's profile on campus.

1. Food Safety Certificate

Does at least one of the club members running the BBQ have a current Food Safety Certificate?

YES

Great! You can purchase your BBQ items from the supermarket. Don't forget to collect a tax receipt so you can be reimbursed from your club funds, and you're on your way!

NO

You can do your Food Safety Certificate! Please contact DUSA for upcoming RSF training dates, or if there is another accredited RSF course you would like to do, this is fine!

2. Submit your event package

Along with a copy of your Food Safety Certificate you will need to get in touch with your Clubs Support Coordinator to make sure you can book a BBQ and submit your event package.

This includes:

- ◆ Event Request Form
- ◆ Budget
- ◆ Risk Assessment (please add extra info if ticking "yes" to anything)
- ◆ Promotional Material for approval
- ◆ Club Grant (if applicable)
- ◆ Room booking (if applicable)

Other stuff you need to know!

If you are cooking the BBQ yourself, don't forget you will need to bring oil, cooking utensils, napkins, cleaning products, gloves and food items.

There are a range of fixed or portable BBQs on each of the campuses, which are bookable spaces. To avoid clashes you need to book the BBQs no later than 7 business days prior to your event occurring. Please be aware that no events will be approved to run during a DUSA Free Food lunch.