Meeting with Fairview Fire Department

November 5, 2019

BBQ

February 8. 2020

General Notes

* Order Meat (not to exceed 2000 pounds – ½ pound per plate) – bone in boston butts (80% return on meat). Come by the case – 4 butts per case. Order at least 2 weeks in advance.
* Orrell’s has paper products and meat.
* Pre-Sale as much as possible
* Fire Department has said no dine-in option because no parking options.
* Menu includes BBQ, coleslaw, chips, bread and cake for the plate option
* Clean up of station 2 weeks before
* Make coleslaw 1 week in advance, and let it sit for a week, chop vegetables,
* Make sauce (Karen Barbee made sauce in past – makes it for Unionville – not gluten free) – we go pick it from her
* BBQ gets delivered night before and cooks overnight
* 40 cakes with several weeks notice (Truelights) – 20 pieces per cake. NOTE: Is this enough? At 80% return on meat, potentially 3200 plates with 2000 pounds of meat. Even assuming ½ that in plates would be 1800 plates which translates to 90 Cakes.
* 60 bags of charcoal – Fire Department has 20 bags (question whether they are still good)
* $9 per plate in 2017; bulk or 3 sandwiches – suggest $10 per plate for this year
* Choppers (fire department has specific people for this) – BBQ gets chopped morning of BBQ (6 AM). Will place in galvanized pans and then put back out on grill to keep warm.
* Need to order construction dumpster to be delivered several days prior.
* Begin selling tickets at Christmas concert, and then thereafter. Need to have ticket money returned by 1/18. Tickets have to say “Piedmont Band at Fairview Fire Department”.
* Kim and Lisa to make tickets. Presale guaranteed pickup until 2. Presale tickets only good for a plate.
* Need empty boxes for big orders

Staffing

* Need up to 5 people to cook overnight (fire department will supervise and may have other volunteers – they will let us know)
* Need team for clean up of station 2 weeks before
* Need as many as possible for prep day the week before.
* Day of need runners (6 kids around 6 AM), take out staff, clean up crew

Prep/Timing

* Need to clean all dishes in the station 2 weeks prior. Also clean gloves for packers, wash aprons.
* Need to bring towels
* Pick up vegetables Friday (1 weeks prior) – peppers, onions, cabbage
* Saturday prior need to prep coleslaw (typically takes 5-6 hours)
* Pack the coleslaw the Thursday before the BBQ. Start packing bread.
* Maybe pack some sauce (non-styrofoam cups due to leaking) because some people will ask for them.
* Begin cooking meat around 5 PM Friday – takes 8-10 hours. Cook crew starts to clean pans.
* Meat pullers arrive at 6 AM. Need 6 kids to run (wagons would be helpful).
* Choppers (fire department has specific people for this) – BBQ gets chopped morning of BBQ (7 AM). Will place in galvanized pans and then put back out on grill to keep warm. Need 4 chopper helpers (adults).
* Then goes to seasoning and then to packing
* Another crew comes in around 9 AM and does prep work, and begin packing bulk meat (need 7-8 kids with an adult supervisor)
* 8 kids and 2 adults at 9 AM to begin packing. Need coolers.
* Need to rent steamer (or pressure washer) for clean up. Need to start cleaning as you go. 6 kids and 2 adults for clean up crew.
* Need 2-3 cake cutters.
* Consider shifts
* Normally serve 10-5, while supplies last
* Once over, everything has to be removed from the fire department. Church can probably hold the leftovers for post-sales.

Band Discussion

* Tickets should have one option for the pre-sale tickets - $10. List items in plate.
* Flyers will go to the elementary schools, and middle school
* Sell tickets at middle and high school concerts
* 3 sandwiches (on buns) with slaw; plate (BBQ, slaw, cake, bread and chips and utensils); or bulk BBQ
* Banners go up 2 weeks in advance – one at fire station; community center at Unionville; one at roundabout
* Sign up genius or sign up at Christmas concerts. (Marsha to put together spreadsheet)
* Should students have mandatory 3 hour shifts (with call number) – 120 kids. Have one adult in charge of assigning duties to the kids when they arrive.
* Dinner for the crew Friday night.
* Marsha to put together draft timeline.
* Need to discuss whether donut sale needs to be pushed later.

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| **Month** | **Date** | **Activity** | **Notes** | **Done** |
| December | 15 | Print Tickets for Pre-Sale of Plates [NOTE: How many tickets needs to be printed] |  |[ ]
|  | 17 | Pre-Sell Plate Tickets at High School Christmas Concert; Have Sign-Up Sheet Available [NOTE: Need 2-3 Adult Volunteers for this] |  |[ ]
|  | 19 | Pre-Sell Plate Tickets at Middle School Christmas Concert; Have Sign-Up Sheet Available [NOTE: Need 2-3 Adult Volunteers for this] |  |[ ]
| January  | 6 | Send Flyers Home with Feeder Elementary and Middle Schools |  |[ ]
|  |  | Send Tickets home with Middle and High School Band Students for Pre-Sale [NOTE: How many tickets go home with each student?] |  |[ ]
|  | 17 | Unsold Tickets and Money Due Back to School |  |[ ]
|  | 18 | Call in Order to Orrell’s (plan on Pre-Sale amount plus 25%) [NOTE: Max the meat Order in even increments to avoid going into a new case]. Orrell’s can provide meat, paper products, vegetables, chips (?), and other coleslaw ingredients. |  |[ ]
|  |  | Call in order to Truelights (cake) |  |  |
|  |  | Print Banners [NOTE: How many banners and what size?] |  |[ ]
|  |  | Students must have signed up for mandatory shifts |  |[ ]
|  | 25 | Put Banners Out [NOTE: Roundabout, Unionville Community Center, Fire Department, School] |  |[ ]
|  |  | Clean Fairview Fire Station [NOTE: Need 8-10 Volunteers; Also clean pulling gloves and aprons; Bring towels] |  |[ ]
|  |  | Place Bread Order [NOTE: Buns for Sandwiches; Sliced Bread for Plates] |  |[ ]
|  |  | Order Construction Dumpster and Steam/Pressure Washer |  |[ ]
|  | 31 | Pick up Vegetables |  |[ ]
| February | 1 | Chop Vegetables and make slaw [NOTE: Need 10-12 Volunteers for 5-6 Hours] beginning at 7 |  |[ ]
|  |  | Buy Charcoal |  |[ ]
|  | 6 | Pack Coleslaw and Bread [NOTE: Need 6-8 Volunteers] |  |[ ]
|  | 7 | Meat gets Delivered to Station [NOTE: Need someone to meet delivery]; Bring Empty Boxes to Station to Pack Large Orders |  |[ ]
|  |  | Cooking Crew arrives around 5 [NOTE: Fire Department to let us know if they need additional volunteers] |  |[ ]
|  |  | Deliver Dinner to Cooking Crew |  |[ ]
|  |  | Pick up Sauce (?) |  |[ ]
|  | 8 | Pulling Crew Arrives around 6 [NOTE: Need 6 Student Runners]; Wagons would be helpful |  |[ ]
|  |  | Chopping Crew Arrives around 7 [NOTE: Need 4 Adult Chopper Helpers] |  |[ ]
|  |  | Packers need to Arrive around 9 [NOTE: Need 8 Student and 2 Adult Volunteers; Bring Coolers] |  |[ ]
|  |  | Cleaning Crews Start at 9 and Continue All Day [NOTE: Need 6 Student and 2 Adult Volunteers for each 2 Hour Shift – 4 Shifts] |  |[ ]
|  |  | Serve BBQ 10-5 [NOTE: Need 6 Student and 2 Adult Runners to serve BBQ for each 2 hour shift – 4 Shifts] First Shift will arrive at 9 and set up runner area, cut cake for plates, and pack some sauce cups for people who ask for them. First Shift can also start separating out Reserved Plates. |  |[ ]
|  |  | Need 1 Adult Volunteer to Check Students in and Assign them to Areas [NOTE: Should this be in shifts?] |  |[ ]
|  |  | Final Clean up and Removal of everything from Station [NOTE: Final Shift should be sufficient for this] |  |[ ]