

1. Call for volunteers.
 - a. Generate email to all members of EHMS calling for volunteers. No less than three, Four is the ideal number per morning and afternoon shift.
2. Inventory of existing stock.
 - a. and raise order for stock as required at least one week in advance.
3. Raise SOT certificate.
 - a. Log on to Streat Traders Site for the target day at least one week in advance.
 - b. Circulate SOT to all members of BBQ committee.
4. Pick up.
 - a. necessary equipment and ordered food from retailer on the morning of BBQ.
5. Set up BBQ.
 - a. prior to start time so that BBQ can be ready to go on-time.
6. Final steps.
 - a. Clean BBQ and surrounding are.
 - b. Remove all rubbish.
 - c. Repack our equipment for return.
 - d. At end of day count money and amount taken via fpos machine at conclusion of BBQ for Bunnings Staff.