



Hosting a BSRA regatta for your fundraising

Hello Rowing Support Groups

Thank you for taking on the role of Host school for the BSRA regatta season. I am very appreciative of the tremendous job each Host school provides in making these regattas such 'standout' events in atmosphere and culinary delight. 😊 I am also very aware of the huge effort that is required to affect this. This document aims to assist organisers of the Host school for the BSRA regatta season to identify what categories to include to increase your fundraising potential.

Each week a different school hosts our regattas and brings their own distinct 'flavour.' A critical element from an event perspective, is the consistency of what is offered, so that participants can rely on what will be available and what will not, to manage their race preparation. If there is inconsistency, then each school/participant starts to cater for themselves and that means a reduced revenue for all of you.

Please make catering pre-orders available to schools at least 1 week prior to your event;

1. Borders
2. Coaches
3. Spectator hospitality tent (to discourage self-catering). Include a message when you send out your pre-order to express your interest in providing for the spectator tent so that they do NOT self-cater)

Please familiarise yourself with the maps on the Wyaralong page of the website which show the site and the landscape. This will help you understand the location in relation to the information provided.

If you have any further questions, please contact your school coordinator or me at rachael@bsra.org.au.

Additionally, there is Regatta Information available on the BSRA website that will provide further information www.bsra.org.au and the FAQ's.

Thank you once again,

Kind Regards

Rachael Kininmonth

Executive Officer BSRA



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BSRA / Host school regatta partnership

Obligations for operational delivery

Host Schools contribute to the regatta in the following way:

1. Catering elements - on BOTH headlands
2. Catering for the Officials and Volunteers.
3. Pre-orders and borders vouchers
4. Program – content and PDF for lead up regattas and printed version HoR only.
5. Parking - management payment collection (Program HoR distribution).
6. Shuttle bus and Host school car passes
7. Pennants - provision
8. Boat holders - for the start pontoon - see program for number of entrants

HoR only – all of the above roles (except pennants)

1. Principal Morning tea catering and service
2. Catering for the medal ceremony personnel x 3
3. Boat holders at the medal ceremony x 3 (rotate the shifts)
4. Program printing and distribution

1. Catering elements

Two catering areas are required at BSRA regattas - (the spectator headland and the competitor headland) this means that a duplication of resources is required.

Each week a different school hosts our regattas and brings their own distinct 'flavour.'

A critical element from an event perspective, is the consistency of what is offered, so that participants can rely on what will be available and then will not be tempted to manage catering internally. If there is inconsistency, then the uncertainty creates the need for each school/participant to start catering for themselves and that means a reduced revenue for all of you.

Each host school provides their own catering tent, but Rowing Queensland has a tent for you to hire. 20 metres x 10 metres at \$150 for the hire. You will need to contact Lucy or Mike at RQ to arrange. Lucyb@rowingqld.asn.au or phone them 07 3842 1200

The dimensions for the catering site footprint are: Flat area 20 x 12m and Slight down slope 20 x 3m
= Total area 20 x 15m

The BSRA now organizes the coffee cart. Host schools are not required to arrange the coffee. This was unanimously agreed by the member schools in 2020.



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If you would like to promote your menu, supply your artwork to EO for advertising on BSRA website

Rachael@bsra.org.au

See the following document for information on all aspects of the hosting role.

2. Catering for the Officials and Volunteers

Provide breakfast, morning tea and lunch for the officials and boat driving volunteers.

RQ have recently advised me, that that due to significant wastage when Host school deliver food to officials, the BRO's will come to the catering tent and choose their own. Please provide a bag/package that is easily transportable.

Please advised the catering team and the coffee vendors to expect the BRO's at the Competitor Headland at approximately 7am. They will collect a breakfast and morning tea in the same visit. Lunch will be collected at the conclusion of the regatta...

Some of the finer detail:

- Breakfast should consist of something like a coffee and a bacon and egg roll/wrap
- Morning Tea should consist of a muffin or cake, a piece of fruit and a drink (a selection of soft drink and water).
- Lunch should consist of (wrap/burger/sandwich, and a selection of water and soft drink) and will be consumed at the end of the regatta.
- Coffee tab will be organised by the host school and reimbursed by the host school. RQ/BRO people can access this as required. (RQ/BRO shirt being the identifying feature).
- There are 13 Boat Race Officials
- 3 Rowing Queensland personnel
- Volunteers boat drivers (#?) will provide a ticket to you authorised by the BSRA EO
- 1 BSRA personnel (EO)

Please note that Wyaralong (the Queensland State Rowing Centre – QSRC) is now a venue that is very conscious of waste. There is to be no unnecessary packaging. Please use paper bags and paper products for packaging:

- **No boxed burgers**
- **No polystyrene**
- **No menu items that require excess packaging that increases the waste component after consuming**



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3. Pre-orders

Pre-orders assist the schools in supplying nourishment to their boarders, supporters, staff, volunteers. This is also a critical way for schools to ensure that their boarders are nourished.

An example of three separate pre order forms is as follows:

- Borders
- Coaches
- Spectator hospitality tent (to discourage individual school self-catering). Include a message when you send out your pre-order to express your interest in providing for the spectator tent so that they do NOT self-cater)

Pre-orders should be made to schools at least one week prior to your event

Schools have asked that they be kept separate for invoicing purposes please. We hope that this system will work better than the voucher system, and it allows for us to have the orders ready by a certain nominated time for collection by the schools/spectators.

Can I ask that you issue this request pre regatta to the relevant school contacts (send to me rachael@bsra.org.au if you don't have the emails) noting that all orders to be returned by [insert date week or so before your event].

See Appendix A for the pre order forms example

4. Program

The program for spectators at all lead up regattas will be in digital format. You are required to send the PDF to rachael@bsra.org.au the Tuesday or Wednesday before your regatta. It will be posted online on the BSRA website. The Draw will also be added.

Each Host school is required to organize this PDF program for their regatta. It is a great opportunity to promote your school and the art department usually has a big influence.

The Head of the River will have a hard copy program. The cost will be \$10 for parking and program. This program represents 10 schools and is considered a memento.

The number of programs is usually around the same number of carparks. Wyaralong has CP2 (300 car parks), CP3 and 4 (150 car parks), CP5 (120 car parks), CP6 (gravel road, no Ferrari's, Porches etc, 350 car parks).



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5. Parking

We are yet to decide if pre-pay for parking will happen. TBA

At the lead up regattas a school may charge \$5 for the parking at Wyaralong as a fundraising opportunity (program is digital). At the Head of the River it is a hard copy program and parking for \$10.

The host school provide the personnel to operate the parking payment (recommend 5 people at a minimum) 8-10 people is ideal. Arrive at 6:15am at the RQ office on the competitor headland for a briefing. Wear high visibility vests and use lights. Volunteers should line up along the verge so that 8- 10 cars can be attended at once and then drive on and the next 8-10 cars are attended.

Often parents are dropping off their daughter to participate in the regatta. Please inform them, that when they stop to pay for parking and a program, their daughter should alight quickly from the vehicle on the passenger side of the vehicle. Please do not allow them to drive on a few metres and stop for them to disembark. This will upset the traffic flow and cause unnecessary delays.

Some of the parking operational detail:

- The set up for parking usually commences around 6:30am with a safety briefing at the RQ shed near CP2 at 6:15 with someone from RQ or the EO of the BSRA.
- A sign that states \$5 PROGRAM AND PARKING, will be supplied by BSRA so that drivers are prepared
- Traffic controllers will manage traffic – you just take the payment. Where a car has a FREE parking permit you can still charge them for a program at the HoR should not exceed \$10.
- RQ personnel will set up parking markers before each event.
- The car parking map is attached here in Appendix B.
- When there is a huge line up of cars please do not chat just tell the drivers to follow the traffic controllers' instructions.
- At the head of the River, it is recommended you supply about 900 programs. Program and parking
- cost is \$10.



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6. Shuttle Buses and Host School Car Passes

The shuttle service is run by the BSRA and operates as soon as the relevant car park is opened. You can get a shuttle from your car park consistently at peak times and every 15 minutes in the down times. The shuttle runs for 30 minutes after the last race. Usually (approx. 1:15pm). Please ensure you are on the shuttle if required. The buses are also the transport for the competitors and the BSRA is directed not to hold them up on their return journey home.

Host School Car Passes are available to your school from the EO of the BSRA via your Rowing Coordinator.

Car passes on the Spectator Headland:

- As a host school you have six passes, three for parking and three loading only.
- The three 'loading zone only' mean that you will have to move on once the load has been dropped off/picked up etc. There will be no room to just park and leave. The ring road needs to be clear for disabled parking and the shuttle bus service to operate.

Car passes on the Competitor Headland:

- As a host school you have six passes, three for parking and three for loading only
- We try to minimize as much as possible the traffic on the competitor headland. Other vehicles include a maximum of two trailers for each school, ten service vehicles (ergos, tent, etc)
- We also need to facilitate parking for all the Boat Race Official's on this headland
- And allow for the movement of equipment from the RQ shed

7. Pennants in the lead up regattas

Host schools provide pennants and certificates for the place getters at the lead up regattas.

Numbers required are based on the table below.

Pennants and certificates should be dated and should have the event notated (e.g. Year 8 4th Quad)

Both pennants and certificates should be provided in individual A4 envelopes per event and per place, so the successful school's name can be written on the envelope and easily distributed by the volunteers.

Bow number and pennant distributors in the lead up regattas is a role performed by St Hilda's

The pennants and certificates should be given to the personnel distributing the bow numbers before the start of the regatta.

Pennants are awarded for 1st place

Certificates are awarded for 2nd and 3rd place



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The approximate numbers are based on the following projections for the season (as at 23 April 2021):

Race	1st (pennant)	2nd (cert)	3rd (cert)
Sculls (yr 8 – 12)	5	5	5
Year 8 quads (9 divs – 5 crew members + 1 coach = 6 per crew) 6 x 9	54	54	54
Year 9 quads (7 divs – 5 crew members + 1 coach = 6 per crew) 6 x 7	42	42	42
Year 10 quads (5 divs – 5 crew members + 1 coach = 6 per crew) 6 x 5	30	30	30
Fours (1 div – 5 crew members + 1 coach = 6 per crew)	6	6	6
Eights (3 divs – 9 crew members + 1 coach = 10 per crew)	30	30	30
Totals	167 pennants	334 certificates	

8. Boat holders

10 boat holders are required to meet at the finish line tent approx. 40 minutes prior to the eight's races. You will be transported via an umpire launch to the start pontoons. This role is performed twice during a regatta. The rule of thumb is to arrive at the finish line at the start of the Year 9 Quads racing.



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Hosting for the Head of the River

All of the requirements for the lead up regattas are relevant for the Head of the River plus the following:

1. Principal Morning tea catering and service
2. Catering for the medal ceremony personnel x 3
3. Boat holders at the medal ceremony x 3 (rotate)
4. Program information

1. Principal Morning Tea

The host school is requested to supply snacks and refreshments to the VIP area (location determined closer to the date)

A hot water urn should be available with a selection of tea and coffee, sugar and milk throughout the day or a coffee and tea order taken.

Light snacks (biscuits, cakes etc) should also be available for about 30 servings.

At 10.15am, a morning tea should be provided for a Principals' and VIP's function. Please be as creative as you wish but at the minimum a selection of sandwiches should be available for approximately 30 people.

Every hour or so please have a person visit the VIP function area to ask if anyone in attendance would like a brewed coffee. These should be obtained from the coffee vendors

40 programs should be delivered to the tent for the VIP's

The BSRA supplies a 6 x 6 metre marquee and 2 x trestle tables for this function.

Please forward an account for these services to the Executive Officer for payment to Rachael Kininmonth rachael@bsra.org.au. (The expectation is around \$350)

2. Catering for the medal ceremony volunteers/personnel

Please supply a snack and plenty of water first thing in the morning to the medal ceremony personnel and a lunch at the appropriate time. Approx 5 people rotating.

3. Boat Holders at medal ceremony location

Medals are awarded to the first three boats across the line. These boats will pull up to the medal presentation area and whilst receiving their medals the boats will have to be secured. Please supply personnel for this role (many other schools offer to help in this area so if you are flat chat trying to get volunteers to fill catering jobs etc, then we can talk closer to the day and relieve you from this requirement.

Please be aware that people holding the boats will get their feet wet. It's fun.. but wet. 😊

4. Program for Head of the River (HoR)

At the Head of the River, the BSRA will provide some of the content for your school to design the Event Program. You must incorporate the draw. Contact me for this Rachael@bsra.org.au



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Please be aware that the program is not only representing your school but the other nine schools also

It is recommended that you print off at least 900 programs. The sale price is usually \$10 which includes parking (you can charge it at \$5 also if purchased separately). Given the quantity of content and the subsequent printing costs, there may be an argument for a higher price point. Please discuss with me so that I may alert the Board with a rationale for the increase Rachael@bsra.org.au

The Host School is responsible for the cost (usually around \$1000) for printing these programs, that is subsequently recouped from the \$10 fee. Usually, schools use their internal printing capability to reduce the cost. If this is not the case, please discuss with me Rachael@bsra.org.au

Car park attendants should have the majority of programs to sell to drivers of cars while they are paying the parking fee in one transaction.

Others should be available for purchase at the catering tent, I recommend the same price \$5. It is a commemorative item.

40 are required to be given to me for distribution to regatta officials and VIP's in the VIP tent prior to the regatta commencement.

For your information:

Host schools for the Head of the River DO NOT need to supply pennants or medals. Medals for the Head of the River is for 1st 2nd and 3rd place and are supplied by the BSRA. They will be delivered to the regatta on the day. Trophies will also be on display.



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Starting the host preparations from scratch...

An important consideration when hosting a Regatta, is your available human and physical resources. These are to be matched with the site, your theme and the expectations of the BSRA and Rowing Queensland. Set yourselves clear goals, keep it simple and professional, so it is achievable and have some fun.

Rowing Support Group - Hosting Regatta Logistics

Action Items Primary	Action Items Secondary	Timeline	Responsibility	Completed Yes/No	Comments
Establish Working Party					
	Collect previous Working Parties manuals, Schools sales data etc				
	Meet with previous members				
Confirm BSRA and Rowing Queensland expectations					Refer to BSRA Handbook
	Establish theme and design				
Source and confirm available Support Crew					
	Numbers Skill sets Responsibilities				
Source and confirm available equipment at a school level					
	Marquees				
	Trailer				
	Utility				
Set menu					
	Packaging				
	Price points				

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Action Items	Action Items	Timeline	Responsibility	Completed	Comments
Primary	Secondary			Yes/No	
Set Bakery lines					
	Packaging				
	Price points				
Source Raffle prize/s					
	Price point				
Source external Vendors	Coffee Vans x 3 Slushy Van				
Set BSRA food and beverage requirements					From BSRA Handbook
	Set up packing list of requirements				
Establish required equipment					
	Marquees				
	Tables				
	Refrigeration				
	Cooking – frying, heating, BBQing				
	Service – Hot and cold food holding				
	Small service equipment				
	Provision for waste		BSRA		
	Wash up		BSRA		
Establish ordering list					
	Perishables				
	Non perishables				
	Equipment				
	Deliveries				
Site layout					
Communication strategy					
	To Support Crew				



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Action Items	Action Items	Timeline	Responsibility	Completed	Comments
Primary	Secondary			Yes/No	
	To BSRA				
	To visitors				
Marketing strategy					
	Program				
	Menus				
	Banners				
	Posters				
	General signage				
Sales strategy					
	Set Price Point				
	Eftpos				
	Cash Floats				
Action Items	Action Items	Time line	Responsibility	Completed	Comments
Primary	Secondary			Yes/No	
Establish Roster					
	Bump in				
	Overnight security				
	Car Park				
	Cooking				
	Service				
	Visitors				
	BSRA				
	Cash handling				
	Cake Stall				
	Wash up				
	Concierge				
	Bump out				
Bump in and Bump out considerations					
Contingency Plan					
	Insurances				
	Breakdowns				
	Last minute pick ups				
Collect sales data					
Establish a manual for next time					



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Frequently Asked Questions for Wyaralong

Water

Q: What provision is available?

A: Drinking water at competitor headland is now available at the toilet facility.

There is no running water on the spectator headland. Tank water is available for washing up etc on spectator headland (RQ will give you keys to the tank water when you are setting up).

Host school parking

Q: Can you confirm that our Supporters Trailer can be utilised and provision for parking will be made available for host schools on the spectator headland?

A: Each host school will receive the following parking passes:

Spectator Headland three loading passes and three parking passes

Competitor Headland three loading passes and three parking passes

There will be colour coded/numbered passes produced and distributed by your rowing coordinator. Three cars from the host school only will be able to park on the Ring Road.

The three other support/catering/host vehicles may access as a loading zone only and will be required to unload/reload and remove vehicles to parking bays.

There are six car passes for the host school on the competitor headland.

Parking generally is a first come first served basis and no parking will be reserved for you outside of these permits (loading zone passes will need to get general parking after loading/unloading. See the maps on the website to view the parking options. www.bsra.org.au)

Unloading tents

Q: How/where do supporter's tents get unloaded?

A: Whoever is tasked with this will unload on the Meebun Ring Road and park on the Competitor Headland. The trailers need to be parked by 7am before the competitor headland closes to traffic. It is closed at 7am until 8:30am.

Power

Q: What is the arrangement for access to power?

A: Mains electricity is available on the spectator headland and a distribution board will be supplied by RQ. Head of the River Merchandise requirements for power on the HoR may still require the generator. Coffee and slushie suppliers should be able to hook in to the RQ arrangements at each regatta. The competitor headland has a generator supplied for all your requirements (as at 2019).

N.B. Coffee and slushie providers may need to provide their own power (generator) for the Head of the River on the Spectator headland. Please confirm closer to the date.



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Land size of catering areas

Q: What is the land allocation for the catering tents?

A: Spectator Headland - Host school and HoR Catering Site Footprint

Flat area 20 x 12m - Slight down slope 20 x 3m - Total area 20 x 15m

Competitor Headland is really really large, there will be adequate for whatever castle you decide to build!

Access times

Q: When can we have access to set up?

A: Friday access midday. You can achieve all primary set on the Friday

Q: What time does the boom gate open on Saturday morning?

A: 6am

Q: When can boats arrive for weekly regattas and Head of River?

A: Anytime – security is your own

Q: Are there two roads that can be used to access Wyaralong?

A: No. One access road. Traffic management is critical.

Camping and Security

Q: What provisions are in place for security on the Friday night if set up on the Friday is allowed? Could we have a tent for overnight?

A: Yes, you can camp but security is you. There is no overnight security provided. Gates to Wyaralong officially close at sunset and officially reopen the following morning at 6:00am This is to discourage hoons on the road overnight. Contact rachael@bsra.org.au or text me 0412 171 527 if you have problem

Catering setup

Q: Is there an expectation of two food outlets i.e, one for each headland at weekly regattas and HoR?

A: Yes, we need to provide consistency at each regatta. This way you will capture both competitor and spectator markets.

Recommend 1 x slushie (own power), the slushie man starts on the spectator headland and then repositions on the competitor headland around 11am.

2 x coffee – ORGANISED BY THE BSRA (Rich Pour or Wandering man provides 2 on the spec headland and 1 on the comp headland for lead up regattas and 3 on the spec headland and 2 on the comp headland for the Head of the River. He goes through 17 kilos in lead up regattas and 30 kilos at Head of the River.

He has 6 staff at lead up regattas and 8/9 at HoR

(7am – 8:30 one on each headland and at 8:30am both join up on spectator headland or not depending on your preference)

Coffee can use the generator power on Comp headland. Please check for Head of the River



Hosting a BSRA regatta for your fundraising

Principal Morning Tea Head of the River

Q: Who hosts the Principal morning tea at the Head of the River?

A: The BSRA hosts it (pays for it) but the school catering for the HoR supplies the catering and service for this function. This school is required to submit a quote to the BSRA to agree on the costs and the inclusions. The BSRA supplies a 6 x 6 metre marquee and 2 x trestle tables for this function.

Regatta Event Roles - Lead up and HoR

Boat driver/holder numbers

Q: How many boat drivers are required?

A: This is NOT a host school responsibility. But 4 in Shift 1 and 4 in shift 2

boat drivers (for 2 shifts each = 8 drivers) are provided each week from an agreement amongst the member schools determining which ones!

According to the weekly job allocation each school will pre-arrange 4 boat drivers for 2 shifts = 8 drivers.

These numbers will be confirmed each week

Q: Boat Drivers – how do boat drivers sign up?

A: Please distribute this link to your community

[Volunteer boat driver sign up and induction](#)

Q: Boat holder numbers – how many boat holders are required?

A: This is a host school responsibility. Nine or ten boat holders (depending on entries) are required weekly from the host school. They will meet at the finish line 40 minutes before the 3rd 8+'s races (twice during regatta's). As we can only take 6 people including the driver in Percy (umpire boat) – we will need to use other umpire's boats to get 3 x 2 boat holders to the start platforms, so the boat holders need to be on time to enable a briefing at the finish line.

How to manage parking and program payment

Q: What are the suggestions re road/ traffic management for parking?

A: There is one road in and one road out. This creates a HUGE problem in traffic management.

Volunteer requirement - to assist the flow of traffic in, directing the uninitiated, issuing programmes (HoR only), giving change etc.

Car park volunteers will provide their own high visibility vests.

RQ or BSRA will conduct a 6:15am safety briefing at the RQ site office on the competitor headland.

Parking charges will not commence until first light which is 6:15am at the earliest.

Have your most authoritative person directing traffic and communicating with the group.

If you have 8-10 people at the point of sale it should move quickly. The time delay is actually people not knowing where to go and asking directions, not the monetary exchange process.

I have maps on the website to explain and have encouraged all schools to direct their stakeholders to the maps on the website to familiarise themselves with the area.



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ALL parking assistants then collect the money. They are all waved on and the next vehicles are rolled in.

Please use confident hand signals of stop and go.

There are coaches FREE parking (First come first served but early it will inevitable be in P2) and Principal VIP FREE parking allocated (Head of the River only). Coaches get directed to wherever is the next available car park. Please be REALLY courteous and direct the Principal to the best area possible in the lead up regattas.

Ask RQ here for suggested location.

At the Head of the River there is a designated VIP area for the Principals and VIP's.

Prepaid parking

Q: Could we do pre-paid parking/programmes using Trybooking or similar? It would significantly cut down on time and effort. Cars could be allowed thru pre-paid priority parking with presentation of a receipt and programmes could be collected from each headland by presentation of a receipt.

A: We will look at this in 2021

Cost of Programs

Q: what is the cost to obtain a program?

A: Lead up regatta programs are digital and available on the BSRA website it is therefore FREE. Programs are printed for the Head of the River (HoR) ONLY and combined with parking are a maximum of \$10.

Q: Should programs still be made available for sale at each Headland at the HoR?

A: I would think that just the spectator headland would require programs. It's up to the host school to decide this. If they purchase on the way in, there may not be a requirement. If people car share there may be a request for more than one program per vehicle. Host schools to decide what this will be... I recommend the same price for ease. The Head of the River Draw will be available on the website.

Cost of parking

Q: How much do we charge for parking?

A: \$5 is the BSRA agreed price point for parking at the lead up regattas

\$10 for the HoR program (a separate issue as the program represents 10 schools and has more comprehensive information that increases the cost.)

Merchandise

Q: Who does the merchandise?

A: The school that is the current Chair of the BSRA is allocated the merchandise. In 2021 this is Brisbane Girls Grammar School. Schools are NOT permitted to provide merchandise at BSRA regattas without the blessing of the merchandise allocated school (BGGGS). If you are hosting a regatta and have some merchandise – it should not conflict with the BGGGS collection. That is, do not design a t shirt and expect to sell it. If you have any merchandise to sell when hosting, please check with rachael@bsra.org.au to ensure it does not conflict.

<http://www.bsra.org.au/index.php/merchandise/>



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Appendix A – Pre Orders

Pre-orders – Boarders

BSRA Regatta [Date] 2019 Orders to be received by [Date] please

Collection of orders: Please note that orders will be available for collection from a pop-up tent located on the Competitor headland at the times you nominate.

School	Eg: All Hallows'
Catering contact person	Name: Jane Smith Email: Phone:
Invoice contact person	Name: Rowing coordinator of your school Email: Phone:
Contact person at the regatta (if different from above)	Name:
	Mobile phone number:

ORDER - MENU EXMPLE

Breakfast Item	Price	Number required	Time required
Egg and Bacon Roll	\$5.00	Total needed:	
		No. With tomato sauce No. With BBQ sauce	
Morning Tea Muffin	\$3.00	Total:	
Lunch Items	Price	Number required	Time required
Hamburgers	\$7.00	Total needed:	
		No. With tomato sauce No. With BBQ sauce	
Sausage on bread	\$3.00	Total needed:	
		No. With tomato sauce	
		No. With onion	
		No. With BBQ sauce No. With onion	
Chicken wrap with Aioli	\$7.00	Total needed:	
		No. With Tabouleh	
Drinks	Price	Number required	With lunch
Sports drink Water	\$4.00		
	\$2.00		
Notes: i.e. special dietary requirements			



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Pre-orders – Staff/coaches

BSRA Regatta [Date] 2019 Orders to be received by [Date]

Collection of orders: Please note that orders will be available for collection from a pop-up tent located on the Competitor headland at the times you nominated.

School	
Catering contact person	Name: Email: Phone:
Invoice contact person	Name: Email: Phone:
Contact person at the Regatta (if different from above)	Name: Mobile phone number:

ORDER - MENU EXMPLE

Breakfast Item	Price	Number required	Time required
Egg and Bacon Roll	\$5.00	Total needed:	
		No. With tomato sauce	
		No. With BBQ sauce	
Morning Tea Muffin	\$3.00	Total:	
Lunch Items	Price	Number required	Time required
Hamburgers	\$7.00	Total needed:	
		No. With tomato sauce	
		No. With BBQ sauce	
Sausage on bread	\$3.00	Total needed:	
		No. With tomato sauce	
		No. With onion	
		No. With BBQ sauce	
Chicken wrap with Aioli	\$7.00	Total needed:	
		No. With Tabouleh	
Drinks	Price	Number required	With lunch
Sports drink	\$4.00		
Water	\$2.00		
Notes: i.e. special dietary requirements			



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Pre-orders – Supporter Tents

BSRA Regatta [Date] 2019 Orders to be received by [Date]

BSRA events are fundraisers please do not self-cater.

***Maybe the host school could consider catering platters for grazing??? Ideas??? Collection of orders:

Please note that orders will be available for collection from a pop-up tent located on the Spectator headland at the times you nominated.

School	
Catering contact person	Name: Email: Phone:
Invoice contact person	Name: Email: Phone:
Contact person at the Regatta (if different from above)	Name: Mobile phone number:

ORDER - MENU EXMPLE

Breakfast Item	Price	Number required	Time required
Egg and Bacon Roll	\$5.00	Total needed:	
		No. With tomato sauce	
		No. With BBQ sauce	
Morning Tea Muffin	\$3.00	Total:	
Lunch Items	Price	Number required	Time required
Hamburgers	\$7.00	Total needed:	
		No. With tomato sauce	
		No. With BBQ sauce	
Sausage on bread	\$3.00	Total needed:	
		No. With tomato sauce	
		No. With onion	
		No. With BBQ sauce No. With onion	
Chicken wrap with Aioli	\$7.00	Total needed:	
		No. With Tabouleh	
Drinks	Price	Number required	With lunch
Sports drink	\$4.00		
Water	\$2.00		
Notes: i.e. special dietary requirements			



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Appendix B – Supplier List

Bakery Boonah Bakery

Contact Jarrod 0410 639 647 orders@arthurclives.com.au

C and M Productions

Marquee, staging, catering hire

p: 07 5541 2444

f: 07 5541 2342

e: cmprod@bigpond.com www.candmproductions.com

Bidvest

On line Ordering

Contact Win 0407 172 621

Executive Distributors

Rianna 07 4613 4455 sales@exd.net.au

StatPack

1800 623 069

Disposable packaging

Equipment: Hire Bobs Hire

Contact 07 5665 8800 goldcoast@bobshire.com.au or brisbane@bobshire.com.au

Coffee Vans - Wandering Man Espresso

Contact Jon 0412 743 311 twocups@me.com They use 17 kilos of coffee at the lead up regattas 30 kilos at the HoR.

Rainbow Smash

Contact Martin Brady 0419 705 575

Or Michele Gross - marketing@rainbowsmash.com 0424 541 735

They can provide (for a negotiated fee) cool rooms and generators.

Appendix C - 2017 Feedback from Host Schools

Regatta 1 2017 – Stuartholme (first BSRA regatta at Wyaralong)

NB: They did not cater on the competitor headland in 2017.



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Notes from a history of host schools

2017

Hi Rachael,

I hope the below helps! This is what I also sent to AHS, SPLC, ST A and ST Hilda's when they contacted me about what we did, being first cabs off the rank!! Attached is the equipment we hired from Bob's Hire. Ignore some of the notes - they are reminders for next time.

We kind of catered for 2000-thinking 1000 rowers and coaches and 1000 spectators but we just made that up!!! We had no clue!! We sold nearly everything but did not run out of food.

From memory, I think we had 300 programs and ran out around 8.30/9.

4 schools pre-ordered- approx St M \$900

State High \$132 Lourdes \$68 BGG \$150

58 boarder vouchers on day

Coffee man was John from Wandering Man coffee - 0412 743311 We raised \$15k clear profit which is better than a poke in the eye!! (Coffee now organized by BSRA)

Our menu consisted of:
Bacon and egg wraps Yoghurt, muesli and berry cups Steak Burgers Sausage in bread Pork and coleslaw rolls Chips Pies Caesar salad Thai salad Fresh OJ

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We used:	
35 kg steak	1kg shaved parmesan
300 sausages	3 x 150 g croutons (Paddo made last time)
40 kg pork	5kg bacon for ceasar (Paddo cooked)
20kg bacon but order next 30 as we will do rolls instead of wraps	3 boxes (432 wraps) for bacon egg but next rolls
20 kg dry coleslaw 15 for pork and 5 for salad	100 Pies - next time order from Boonah and only beef
20 onions but get 25kg	540 bread rolls (ordered 70 doz -840) but will need rolls for bacon and egg
15kg Sliced tomatoes ordered 25 but should have had 2 slices on burgers	20 loaves bread
25 doz eggs but order 30 to be safe	Order box of wraps for backup rolls
Salads 40 each of 2 sorts	80 salad boxes
1 box iceberg (nick)	300 x12 oz cups (ordered 500)
6 trays strawberries	350 Chip cups
1 box cos if doing ceasar	2 grease proof paper
1 box mesculin	2500 napkins
4 kg red onions	Paper bags for pies and lollies _ heaps left over
20 capsicum	(500 ordered)
4 kg green apples for coleslaw	Have back up milk for coffee
2 trays cherry tomatoes	105 Powerade
4 bunches continental parsley thai salad	25 lemonade
4 bunches coriander	31 solo
4 bunches mint	10 Fanta
75 kg chips but order 100kg	38 Coke zero
10 kg yoghurt- last time used 20 kg	24 Diet coke
2kg Beerenburg burger relish - need 6kg as used on bacon and eggs too	70 Coke
2.55 ltr Hellmans Ceasar dressing	15 x 24pack water
2 x 2.55 ltr Hellmans coleslaw dressing	
5kg muesli	



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Regatta 3 2017- All Hallows'

Rachel information below as requested. Catering on Competitor Headland was included.

The number you catered for 1700 How much of it you sold? 1300

Did you sell out of food? If yes, what time? We sold all steak burgers, egg and bacon rolls, BLAT burgers had 400 sausages left over.

How many programs did you sell? 500

Did you sell out of programs? What time? Yes, not sure what time, but it was just the right amount. How many drinks etc etc etc.

How many schools and number of pre-order food? Approx

How many boarder's vouchers presented approx? Girls Grammar x 27 Breakfast; Somerville x 15 breakfast; Lourdes Hill x 4 Breakfast, 6 x lunch, 9 x drinks; St Hilda's x59 lunch; St Margaret's x 52 lunch x 15 drinks.

Can I have the name and number of the coffee service provider - Jon Laker, Wandering Man Espresso Ph: 0412743311 email twocups@me.com. www.wanderingmanespresso.com.au

They use just over 17 kilos at lead up regattas and over 30 kilos at the HoR. About how much did you gross? Nett?

Any learnings/comments? More rubbish bins were needed, I think more were provided at later regattas. Need safe drop off and pick up area for girls as parents don't obey rules. Traffic controllers did not allow disabled person to park in the first car park. Lighting is required for early morning set up. Collecting money for carpark before 6:00am was prohibited, this reduces revenue. For first time, well run.

Regatta 5 2017 – St Aidan's

The number you catered for and ~1200 How much of it you sold? About 99%

Did you sell out of food? If yes, what time? About pack-up time which was early because of the early closure of the regatta***regatta cancelled mid-way due to weather.

How many programs did you sell? ~400 (~400 cars; ~50 freebies and ~50 leftover our of 500 printed)

Did you sell out of programs? What time? Had a few left over when stopped collecting about 930-ish How many drinks etc etc etc. ~1200

How many schools and number of pre-order food? Approx Nil but a few schools (2 schools about 50 items) upon arrival ordered in bulk and placed the order on the morning first thing with a preferred time – this worked well though did create a bump in activity

How many boarder's vouchers presented approx? ~125

Can I have the name and number of the coffee service provider and Wandering man espresso 0412 743 311

About how much did you gross? Nett? Gross \$10k (excl float of \$4k) and nett \$6k

Any learnings/comments? Regatta #5 St Aidan's was unusual because of the shortened program due to wind, check the wind as well as the rain forecast! same big tent and generator each week worked well, get clarity on whether you want two cooking spots (one on each headland) or just the one, RSG groups self-catering in regattas 1-5 should be discouraged



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Hi Rachael,

Our regatta was by no means indicative of a general regatta day. The severe winds meant many races were cancelled and ultimately the day was shortened.

Being the fifth regatta we intentionally catered 'light', so as not to have left overs. we catered for about 1100 and had a catering tent on each headland. We kept cooking til the end and managed to sell out of all our baked goods, and almost all our hot foods by pack up. Had it been an ordinary day we would have sold out probably too early. We budgeted for:

600 bacon and egg rolls, 100 BLTs, 200 hamburgers, 200 sausage in bread, 50 Haloumi and pesto burgers and 80 muesli cups.

We felt we had the mix right. We had so many drinks left over. Not being so hot and being a shorter day affected this I think. we probably sold 1000 drinks.

The Carpark attendants sold programs til about 10. They sold about 400. They commented that car numbers were down.

The Wandering Man espresso 0412743311 was fabulous and could keep up with demand in a timely manner. We also used the Rainbow Slushie man - he had a terrible day due to the shortened regatta. We didn't take pre-orders but we did have a couple of schools place orders for approx 50 items.

Boarder vouchers approx 125 We grossed \$10k nett \$6k Tips:

The gate at the entrance needs to open earlier. Wind forecasts please.

Comments:

Loved having use of the Qld Rowing tent

Discouraging schools from self-catering on a grand scale for regattas 1-5 would help sales. HOR is different.

Regards, Kylie



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Regattas Sales Table 2018

2018	Wyaralong Dam		
BGGS 2018 Menu	Projections	Items Sold	Price
Strawberries with Granola	100	100	
Egg and Bacon Roll	600	560	
Hamburger	400	400	
Knackwhurst	300	200	
Sausage in Bread	400	350	
Chicken Wrap	200	50	
Baked Items	1200	1150	
Water		360	
Coke			
Coke Zero			
Lemonade			
Orange/Mango			
Sports Drink		180	
Juice			
Parking/Programs			

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St Margarets 2018 Menu	Projections	Items Sold	Price
Egg and Bacon Roll	500	500	\$ 5.00
Bircher Muesli	10kg	<5 kg	\$ 5.00
Strawberries and Yoghurt	23kg	12kg	\$ 5.00
Sausage in roll	250	250	\$ 4.00
Steak Burger	500	375	\$ 7.00
Hamburger	300	300	\$ 6.00
Chicken Kebab Wrap	300	200	\$ 7.00
Salad Wrap	20	15	\$ 5.00
Water	500	475	\$ 2.00
Coke	100	100	\$ 3.00
Coke Zero	75	75	\$ 3.00
Lemonade	100	100	\$ 3.00
Fanta	50	25	\$ 3.00
Sports Drink	200	150	
Juice			
Parking/Programs	600	550	\$ 5.00



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St Hildas 2018 Menu	Projections	Items Sold	Price
Egg and Bacon Roll	600	600	\$ 5.00
Muesli & Yoghurt Cup	100	100	\$ 3.00
Fruit Salad Cup	100	100	\$ 3.00
Smoothie	100	100	\$ 5.00
Sausage on Bread	400	500	\$ 2.00
Beef Burger	400	400	\$ 6.00
Steak Burger	400	350	\$ 8.00
Salad Bowl	20	20	\$ 5.00
Water			\$ 2.00
Coke			\$ 3.00
Coke Zero			\$ 3.00
Lemonade			\$ 3.00
Orange/Mango			\$ 3.00
Sports Drink			\$ 4.00
Juice			
Parking/Programs			



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Somerville 2018 Menu	Projections	Items Sold	Price
Egg and Bacon Roll	600	600	\$ 5.00
Strawberries	100	100	\$ 3.00
Breakfast Smoothie	100	80	\$ 5.00
Muffin	150	150	\$ 3.00
Chicken Ceaser Burger	360	360	\$ 8.00
Mac and Cheese	150	75	\$ 6.00
Layered Greek Salad	150	85	\$ 6.00
Beef Slider	408	408	\$ 6.00
BBQ Corn	200	60	\$ 3.00
Flavoured Milks		96	\$ 3.00
Water		400	\$ 3.00
Coke		78	\$ 3.00
Coke Zero		48	\$ 3.00
Lemonade		72	\$ 3.00
Fanta		48	\$ 3.00
Sports Drink		36	\$ 3.00
Solo		48	\$ 3.00
Parking/Programs	400	465	\$ 5.00

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St Peters 2018 Menu	Projections	Items Sold	Price
Egg and Bacon Roll	500	500	\$ 5.00
Sausage on Bread	250	250	\$ 3.00
Yogurt Cups	50	50	\$ 5.00
Chia Cups	50	50	\$ 5.00
Beef Burger	450	450	\$ 5.00
Chicken Wraps	360	360	\$ 6.00
Water		259	\$ 2.00
Coke		99	\$ 2.00
Diet Coke		25	\$ 2.00
Coke Zero		45	\$ 2.00
Fanta		26	\$ 2.00
Sprite		43	\$ 2.00
Lemon Squash/Solo		42	\$ 2.00
Sports Drinks		92	\$ 3.00
Parking/Programs			

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State High 2018 Menu Head of the River	Projections	Items Sold	Price
Bacon & egg burger	900	900	\$ 5.00
Hash Browns	100	70	\$ 2.00
Sausage on bread	900	800	\$ 3.00
Bircher muslie	50	20	\$ 5.00
Yoghurt & Fruit	50	20	\$ 5.00
Greek Chicken wrap on souvla bread with lettuce and tzatziki sauce	500	460	\$ 8.00
Greek Haloumi wrap on souvla bread with lettuce and tzatziki sauce	200	180	\$ 8.00
Salad with Chicken or Haloumi	200	150	\$ 8.00
Home bake - Brownies, cupcakes, lemon slice, cookies	750	750	\$ 3.00
Coke	100	100	\$ 2.00
Coke Zero	100	100	\$ 2.00



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Sprite	100	100	\$ 2.00
Solo/Fanta	100	100	\$ 2.00
Water - reusable water bottle	1000	950	\$ 5.00
Sport drink - cups	250	40	\$ 2.00
Parking/Programs	1000	950	



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Somerville HoR 2017 Menu	Projections	Items Sold	Price	Comments
Bircher Museli	100	100	\$ 5.00	Sold out @ 12.30pm
Fresh Strawberries	100	110	\$ 5.00	Sold out @ 12.30pm
Bacon and Egg Roll	504	528	\$ 5.00	Sold out @ 10.30am
Tomato & Cheese Croissant	200	200	\$ 5.00	Sold out at 12.00noon
Pulled Pork	432	406	\$ 7.00	Sold out at 1.00pm
Wagyu Burger	360	360	\$ 8.00	Sold out at 1.00pm
Chicken Yiros	350	350	\$ 7.00	Sold out at 1.00pm
Thai Noodle Salad	150	145	\$ 6.00	Sold out @ 12.30pm
Potato Wedges	350	300	\$ 5.00	
Water	504	456	\$ 3.00	
Lemonade	96	80	\$ 3.00	
Coke	96	72	\$ 3.00	
Pepsi Max	96	96	\$ 3.00	Sold out at 1.00pm
Solo	96	72	\$ 3.00	
Sports Drinks	120	120	\$ 3.00	Sold out at 1.00pm
Orange and Mango	48	48	\$3.00	Sold out at 1.00pm
Coffee		1800		
Rainbow Smash Slushies		760		
Programs	1000	900	\$ 5.00	Combined \$10.00
Parking	1170	834	\$ 5.00	
Raffles		260		
Cake Stall	800 items	800 items	\$2.00 ea	Sold out
Merchandise		573		
Pre-orders		322		
At HoR		251		
Border Vouchers – Pre-orders		100		



Hosting a BSRA regatta for your fundraising

Head of the River Feedback – Somerville 2017

1. Can you tell me the number you catered for and how much you sold?

Projections	2546	Total no# of individual Items
Sold	2499	prepared for sale

 2. How many programs did you sell?

Sold	900
------	-----

 3. Did you sell out? If yes, what time?
- As per comments column
4. How many drinks etc etc etc.

Projections	1056
Sold	944

 5. In terms of merchandise – how many you pre-sold and how many on the day?

Pre-Orders	322
Sales on the day	251

 6. How many schools and number of pre-order food? Approx

No# of Schools	4
Pre-orders	100

 7. How many boarder's vouchers presented?

Presented	100
-----------	-----

 8. Suppliers As per Supplier List