

ANNS SUMMER BBQ PARTY 2023 - TEAMS

Below is a list of core teams for the ANN'S Barbecue. We hope the respective teams can handle the items noted under their section. The items noted will help guide activities in your team. Please feel free to ask questions to clarify your duties and make suggestions to help us manage expectations.

CORE AREAS

- Registration Team
- Children's Corner Team
- Set-Up Team
- Games Team
- Logistics, Security and Transport Team
- Clean-up Team
- Food and Drinks Team
- Media Team
- Medical Team
- Admin Team

REGISTRATION (#4)

1. Confirming registrants and allowing entry for those with passes.
2. Giving Meal Tickets.
3. Registration of People.

CHILDREN'S CORNER (#12)

1. Ensuring children have a designated area.
2. Allocating kids per head to members of the team.
3. Engagement of kids and activities.
4. Ensuring kids get and eat their meals.
5. Ensuring age-appropriateness in kids' games, and activities.
6. Overseeing and coordinating the inflatables (Obstacle Course and the Bouncing Castle) and play area.
7. Ensuring all kids get a turn at the bouncing castles.
8. Ensuring kids always have a chauffer if visiting the playground area.
9. Overseeing packing and distributing food and drinks for the children.
10. Organizing and coordinating the children for games and activities

EVENT SETUP (#6)

1. Decoration
2. Music Equipment
3. Bouncing Castle
4. Food stands/tables
5. Registration stands
6. Sanitary items to each table (Sanitizer, Gloves & Paper Towels)
7. Arrangement of the chairs and tables
8. Arrangement of the sound system
9. Arrangement of the grills

GAMES TEAM (#3)

1. Coming up with the activities.
2. Putting the games together

Coordinating games such as Table Tennis, Tug of War, Charades, Board games, Egg race, Sack race, Scavenger Hunt and Jenga.

LOGISTICS, SECURITY, PARKING (#8)

1. Logistics (#4)
 - a. Ensuring all errands are taken care of.
 - b. Buying and pickup of items, ensuring that pickups and drop-offs are done promptly.
 - c. Safeguarding of items in possession.
 - d. Moving of goods and persons to buy food and drinks.
2. Security
 - a. Ensuring the security of attendees and their vehicles at the venue.
3. Parking: (#2)
 1. Ensure maximization of parking spaces and avoid obstructions.
 2. Reserve space for vehicles moving and provide items for events.

MEDICAL (#3)

1. Manning the first aid stand.
2. Providing support to affected persons.
3. Identifying and mitigating risks around the event.
4. Be our first line of response to any health emergencies at the venue.
5. Liaising with healthcare officers if needed.

CLEAN UP & SANITARY (#4)

1. To help with the cleaning and packing up of the venue after use.
2. Reinforcing clean habits during the event.
3. Observing and advising COVID-19 protocols for all sections of the event.
4. Re-stocking sanitary materials around the event.
5. Observing fair use of the mobile toilet.

FOOD & DRINKS (#10)

1. Buying of the food and drinks - 3 people
2. Preparing the food items - 6 people
3. 4 grillers
4. Distribution of the food items (10) Ensuring all meals/items have a table assigned and each table knows what colour of tickets to remit foods to.
 - Adult chicken meal
 - Adult drinks -
 - Children's chicken meal pack –
 - Children Hotdogs –
 - Children Drinks (300) & Water –
 - Children treats –
 - Plantain & Fish
 - Suya
 - Mustard jar, Ketchup jar, Napkins, Hand sanitizers
5. Identifying the family size and allocating everyone their meal tickets.
6. Maintain COVID-19 protocols by keeping a trail of contacts. 2 Team members will be assigned 1 meal service & colour ticket: They will obtain appropriate colour tickets from members rightly queuing for their table and in return give them their meal(s).
7. Ensuring each meal has an assigned table.
8. Ensuring the number of meals issued out is commensurate with the number of tickets collected.

MEDIA/STAGE

1. Publicity (#2):
 - Event flyer and Social media campaign for the event.
2. Stage (#3):
 - a. Ensuring all equipment arrives on time and is already in place by 12noon
 - b. Ensuring all equipment is safe from creating hazards eg no BBQ stand next to a speaker/wires.
 - c. Ensuring microphones and all equipment is available when needed.
3. Event Capturing (#2):

- a. Take Clear pictures and videos of the general event.
 - b. Request consent if taking close-up pictures/videos.
4. Slides for display on LCD.

HOST (#2)

1. Coming up with an agenda and keeping the agenda flowing smoothly in the course of the event.
2. Ticking/collecting names of all attendees

RUNNER/FLOATER

1. Support excos and volunteers in any outstanding tasks to ensure the smooth flow of the event.
2. Fill in any gaps and loopholes during the event.
3. Disseminating Information.

ADMIN TEAM

1. Ensure proper administration of the event; planning and execution.
2. Organizing meetings and following up with respective teams, volunteers and vendors to ensure all services and duties are performed promptly and efficiently.
3. Telephone calls, Letters and emails to potential sponsors and vendors.
4. Appreciation letters to Sponsors after the event.

All teams are encouraged to support one another, help identify any gaps as to what is agreed here and escalate to excos any observation or challenge within your team or another team.