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 effect this.

This document aims to assist organisers of the Host school for the BSRA regatta season 2018 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 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
Hosted a BSRA regatta

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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 printing
5. Parking - management & program distribution.
6. 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. Medal ceremony volunteers x 3 (Now a SPLC role)
4. Boat holders at the medal ceremony x 3
5. Program information

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.

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.
Hosting a BSRA regatta

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 get their own. Please provide a package that is easily transportable.

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

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
• 1 BSRA personnel

Pre-Orders and/or (Boarders) vouchers

Pre-orders assist the schools in supplying nourishment to their staff, volunteers. Each school offers a variation on this theme. Some just pre orders and some school offer boarders’ vouchers. This is an easy way for schools to ensure that their boarders are nourished. These can be redeemed by the boarders at your catering tent, collated and an invoice sent to the school post event.

An example of a pre order is as follows:

We have two separate pre-order forms:

1 Staff/Coaches
2 Boarders

We ask 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.

Can I ask that you issue this to the relevant school contacts on our behalf, noting that we ask for all orders to be returned by [insert date].
See Appendix A for the pre order forms example
Send your preferred arrangement to rachael@bsra.org.au for distribution to the BSRA community.
Hosting a BSRA regatta

**Program**

Each Host school is required to organize the program for their regatta. It is a good idea to include the race schedule. This is available on the website (on the Wednesday before racing) or email me, rachael@bsra.org.au Other than this, each school adds their flavour. It is a great opportunity to promote your school and the art department usually has a big influence.

The number of programs is usually around the same number of car parks. 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). In the lead up regattas it is recommended you supply about 500 programs. **Program and parking** cost is $5. The set up to pay for parking and sell the program usually commences around 6:30am.

**Parking**

A school may charge $5 for the parking and a program at Wyaralong as a fundraising opportunity. RQ personnel will set up parking markers before each event. The car parking map is attached here in Appendix B.

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.

A sign that states $5 PROGRAM AND PARKING, should be supplied so that drivers are prepared. When there is a huge line up of cars please do not chat just tell the drivers to follow the traffic controllers’ instructions.

Traffic controllers will manage traffic – you just take the payment for parking and program. Where a car has a FREE parking permit you can still charge them for a program – what you charge is up to your school but should not exceed $5. At HoR it is TBC.

The set up to pay for parking and sell the program usually commences around 6:30am.

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. Please do not allow them to drive on a few metres and stop for them to disembark.

The shuttle service 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.

**Access to Host School Car Passes**

Car passes on the spectator headland – as a host school you have 5 passes but only 3 are parking passes the other 2 are loading zone only and will have to move on once they have
Hosting a BSRA regatta

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.

The Competitor headland has 5 host school car passes. We are trying to limit driving on and off the Competitor Headland because it is essentially a construction site and the dust is significant.

Pennants

Pennants are awarded for 1st place
Certificates are awarded for 2nd and 3rd place
The approximate numbers are based on the following (as at 12 NOV 2017):

<table>
<thead>
<tr>
<th>Race</th>
<th>1st (pennant)</th>
<th>2nd (cert)</th>
<th>3rd (cert)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sculls (yr 8 – 12)</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Year 8 quads (8 divs – 5 crew members + 1 coach = 6 per crew) 6 x 8</td>
<td>48</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td>Year 9 quads (7 divs – 5 crew members + 1 coach = 6 per crew) 6 x 7</td>
<td>42</td>
<td>42</td>
<td>42</td>
</tr>
<tr>
<td>Year 10 quads (5 divs – 5 crew members + 1 coach = 6 per crew) 6 x 5</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Fours (1 div – 5 crew members + 1 coach = 6 per crew)</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Eights (3 divs – 9 crew members + 1 coach = 10 per crew)</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Totals</td>
<td>161 pennants</td>
<td>322 certificates</td>
<td></td>
</tr>
</tbody>
</table>

Provide pennants and certificates for the place getters at the Lead up regattas.
- Numbers required are based on the above.
- Pennants should be dated and should have the event notated (e.g. Year 8 4th Quad)
Hosting a BSRA regatta

- Certificates need not be notated. 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.
- The pennants and certificates should be given to the personnel distributing the bow numbers before the start of the regatta.

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

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’s 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.

Distribute and Collect bins

Bins are located at a central location (toilets). St Aidan’s have been tasked with distribute around the competitor and spectator headland at the commencement of the regatta and will relocate them at the collection point at the conclusion of the regatta.

UPDATE: This job has been allocated to St Aidan’s on a weekly basis for 2018

Catering Tent

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
Hosting a BSRA regatta

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. Medal ceremony volunteers x 3 (SPLC are doing this now)
4. Boat holders at the medal ceremony x 3
5. Program information (discuss cost with EO rachael@bsra.org.au)

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.
Please forward an account for these services to the Executive Officer for payment. Rachael Kininmonth rachael@bsra.org.au

Catering for the medal ceremony personnel

Please provide morning tea, drinks and lunch to the personnel at the medal ceremony/presentation area

Medal Ceremony volunteers
The 3 volunteers should present to the EO at the presentation area approximately 30 minutes prior to the first race. Assistance is required to organise the medals and distribute. The medals are awarded as the races are run. This is referred to as ‘rolling presentations’. It’s intense...

UPDATE: SPLC will perform this role at the HOR in 2018

Boat Holders at Medal Ceremony

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

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.
Hosting a BSRA regatta

Program for HoR

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

It is recommended that you print off at least 800 programs. The sale price is usually $5 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. 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.

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.

1. Establish Working Party
   a. Collect previous Working Party’s manuals, sales data, etc.
   b. Meet with previous members

2. Confirm BSRA and Rowing Queensland expectations. Site allocations, provisions and timings.
   - Power is available at both headlands
   - HoR Catering Site Footprint - Flat area 20 x 12m - Slight down slope 20 x 3m - Total area 20 x 15m
   - Drinking water is provided at the competitor headland only.
   - Water for washing up is accessible for the host school. RQ will allocate some keys to a water source for this purpose.
   - The catering tent also holds the keys to the disabled toilets should they be requested.

3. Establish theme and design

4. Source and confirm available Support Crew
   a. Numbers
   b. Skill sets
   c. Responsibilities
Hosting a BSRA regatta

5. Source and confirm available equipment at a school level
   a. Marquees
   b. Trailer
   c. Utility

6. Set menu
   a. Packaging – please make environmental consideration here
   b. Price points

7. Set Bakery lines
   a. Packaging
   b. Price points

8. Source Raffle prize/s

9. Price point

10. Set BSRA food and beverage requirements (Boat Race Official catering requirements)

11. Provide 9 boat holders for the 8+ races (twice per regatta). They are to meet at the finish line about 40 minutes prior to the 8+ race. Two cars will transport the boat holders to the start line headland and a boat will transport you from there to the pontoons. There are two opportunities at the lead up regattas to do this job and one opportunity at the Head of the River.

12. Make sure you have the key to the disabled toilet as those requiring access will collect it from the catering tent.

13. Have 5 volunteers at the CP2 entrance to collect parking fee and distribute programs from 7am.

14. Establish required equipment
   a. Marquees
   b. Tables
   c. Refrigeration
   d. Cooking – frying, heating, BBQing
   e. Service – Hot and cold food holding
   f. Small service equipment
   g. Provision for waste
   h. Wash up

15. Establish ordering list
   a. Perishables
   b. Non-perishables
   c. Equipment
   d. Deliveries
16. Site layout – Wyaralong has 2 headlands (competitor headland and spectator headland) refer to maps on website bsra.org.au. The recommendation at Wyaralong is to have two catering tents, one on the Competitor Headland and one of the spectator headland. 1 x coffee cart from 7am(ish) – 8:30am and a slushie. The coffee cart can relocate from 8:30am to service the spectator headland. Please ensure that these outside providers can source their own power.

17. Communication strategy
   a. To Support Crew
   b. To BSRA
   c. To visitors

18. Marketing strategy
   a. Program (usually the number reflects the amount of car spaces available at the venue)
   b. Menus
   c. Banners
   d. Posters
   e. General signage

19. Sales strategy
   a. Set Price Point
   b. Eftpos
   c. Cash

20. Establish Roster
   a. Bump in
   b. Overnight security
   c. Car Park
   d. Cooking
   e. Service
   f. Visitors
   g. BSRA
   h. Cash handling
   i. Cake Stall
   j. Wash up
   k. Concierge
   l. Bump out

21. Bump in and Bump out considerations ( Mentioned above)

22. Contingency Plan
   a. Insurances
   b. Breakdowns
   c. Last minute pick ups

23. Collect sales data

24. Establish a manual for next time
Frequently Asked Questions for Wyaralong 2018

Water

*I understand Wyaralong has no mains water. What provision is available?*
Drinking water at competitor headland is a mobile water truck.
Tank water for washing up etc on spectator headland (RQ will give you keys to the tank water).

Host school parking

*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?*
There will be colour coded/numbered passes produced and distributed. 3 cars only will be able to park on the Ring Road. The 2 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 five car passes for the host school on the competitor headland. Parking is a first come first served basis and no parking will be reserved for you. See the maps on the website to view the parking options. www.bsra.org.au

Unloading tents

*How/where do supporter’s tents get unloaded?*
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 at 7am-8:30am.

Improvements

*What improvements in facilities are expected between now and the first Regatta?*
A levelling of the competitor headland.
A bus-drop off going in to the venue (?) and a larger Carpark (CP2) with a new access point (in and out).

*Will there be further improvements during the 6 weeks of the Regattas?* Yes
Hosting a BSRA regatta

**Power**

What is the arrangement for access to power?
Electricity will be available on the spectator headland by Regatta 3 (?) maybe check with rachael@bsra.org.au for update here.
Merchandise requirements for power on the HoR will still require the generator
Coffee and slushie suppliers MUST USE THEIR OWN POWER SOURCE at each regatta.

The competitor headland needs a generator (as at 30 July 2018). The host school will need to provide this.
Generator /power supply
- Comp headland has no power currently (30 July 2018). You are required to hire a generator.
  Gen Hire 6 Shoebury Street, Rocklea QLD 4106. 07 3392 7733.
  Email: genhire@genhire.com.au
- Spec headland has mains power from Regatta 3
- Please ensure that coffee and slushie providers have their own power (generator)

**Land size of catering areas**

What is the land allocation for the catering tents?
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 expansive (not measured presently)

**Access times**

When can we have access to set up?
Friday access midday. You can achieve all primary set on the Friday

When can boats arrive for weekly regattas and Head of River?
Anytime – security is your own

Are there two roads that can be used to access Wyaralong?
No. One access road. So traffic management is critical.

**Camping and Security**

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?
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 5:30am This is to discourage hoons on the road overnight. There is a code to the gate. Contact rachael@bsra.org.au to get the weekly code.
Hosting a BSRA regatta

**Catering setup**

Is there an expectation of two food outlets ie one for each headland at weekly regattas and HoR?

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 (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 generator power but would prefer they have their own. **Cannot use generator at HoR on either headland**

**Principal Morning Tea HoR**

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

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.

**Boat driver numbers**

How many boat drivers are required?

This is NOT a host school responsibility. But 5 in Shift 1 and 5 in shift 2

5 boat drivers (for 2 shifts each = 10 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 5 boat drivers for 2 shifts = 10 drivers.

**Boat driver sign up and induction**


**Boat holder numbers**

How many boat holders are required?

This is a host school responsibility. **From regatta 2 – 10 boat holders are required**

- 9 or 10 boat holders (depending on entries) are required weekly from the host school. They will meet at the finish tent 30 minutes before the 8+’s races (twice during regatta’s) and 1 Boat Race Official car and 1 Host school car will drive the 9 or 10 boat holders to the start location on the course and then transferred by umpire boat to the pontoon.
Hosting a BSRA regatta

Tinnie delivery

Where are the tinnies unloaded?
The tinnies are delivered to the Meebun Ring Road on the Spectator Headland.
SEQ Water have decreed that we cannot leave empty trailers at the boat ramp. They can go over to the RQ headland if the car needs to unhook.
The tinnies then are driven to the finish line for the BRO’s to allocate and use for the day.

How to manage parking and program payment

What are the suggestions re road/ traffic management with parking. This was a huge problem for GPS HoR. Flow of traffic in, issuing programmes, giving change etc.

- 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.
- Car park volunteers will provide high visibility vests and briefed on safety in this position at 6:15am at the RQ site office on the competitor headland.
- Parking charges and program distribution will not commence until first light which is 6:30am at the earliest.
- Have your most authoritative person directing traffic and communicating with the group.
- There are coaches FREE parking and Principal VIP FREE parking. Coaches get directed to wherever is the next available car park. Please be REALLY courteous and direct the Principal to the designated VIP area. This will change weekly as the car parking gets more organised. Ask RQ here for suggested location.

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.
No, this will still be impacted if traffic management is not up to scratch and the drivers still stop to ask questions (ie, not familiar with the area).

- The 8-10 people allocated at the point of sale should be able to answer these questions relatively quickly.
- Have 8-10 witches’ hats on the road where the cars all pull up, are attended by a volunteer, sold the parking/program and move off 8-10 at a time.
- If the volunteers don’t initiate this process, and go one car at a time, it will be a nightmare….and there will be a lot of CRAZY people!
Hosting a BSRA regatta

Cost of Programs

How much do we charge?
$5 is the BSRA agreed price point for parking AND program. (HoR is a separate issue as the program represents 10 schools and has more comprehensive information that increases the cost.)

Should programmes still be made available for sale at each Headland?
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 programme per vehicle. Host schools to decide what this will be… I recommend the same price for ease.

Merchandise

Who does the merchandise?
The school that is the current Chair of the BSRA is allocated the merchandise. In 2018 this is All Hallows’.
2017 Feedback from Host Schools

*Regatta 1 2017 - Stuartholme*

NB: They did not cater on the competitor headland in 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 $568
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!!

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

USED

- 35 kg steak
- 300 sausages
- 40 kg pork
- 20kg bacon but order next 30 as we will do rolls instead of wraps
- 20 kg dry coleslaw 15 for pork and 5 for salad
- 20 onions but get 25kg
- 15kg Sliced tomatoes ordered 25 but should have had 2 slices on burgers
- 25 doz eggs but order 30 to be safe
Salads 40 each of 2 sorts
1 box iceberg (nick)
6 trays strawberries
1 box cos if doing ceasar
1 box mesculin
4 kg red onions
20 capsicum
4 kg green apples for coleslaw
2 trays cherry tomatoes
4 bunches continental parsley thai salad
4 bunches coriander
4 bunches mint
75 kg chips but order 100kg
10 kg yoghurt- last time used 20 kg
2kg Beerenburg burger relish - need 6kg as used on bacon and eggs too
2.55 ltr Hellmans Ceasar dressing
2 x 2.55 ltr Hellmans coleslaw dressing
5kg muesli
1kg shaved parmesan
3 x 150 g croutons (Paddo made last time)
5kg bacon for ceasar (Paddo cooked)
3 boxes (432 wraps) for bacon egg but next rolls
100 Pies - next time order from Boonah and only beef
540 bread rolls (ordered 70 doz -840) but will need rolls for bacon and egg
20 loaves bread
Order box of wraps for backup rolls
80 salad boxes

300 x12 oz cups (ordered 500)
350 Chip cups
2 grease proof paper
2500 napkins
Paper bags for pies and lollies _ heaps left over (500 ordered)
Have back up milk for coffee
105 Powerade
25 lemonade
31 solo
10 fanta
38 Coke zero
24 Diet coke
70 Coke
24 pack water
Hosting a BSRA regatta

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

1. The number you catered for and ~1200
2. How much of it you sold? About 99%
3. 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.
4. How many programs did you sell? ~400 (~400 cars; ~50 freebies and ~50 leftover
out of 500 printed)
5. Did you sell out of programs? What time? Had a few left over when stopped
collecting about 930-ish
6. How many drinks etc etc etc. ~1200
7. 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
8. How many boarder’s vouchers presented approx? ~125
9. Can I have the name and number of the coffee service provider and Wandering man
expresso 0412 743 311
10. About how much did you gross? Nett? Gross $10k (excl float of $4k) and nett $6k
11. 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
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:
- A better generator for the competitor’s headland
- Portaloos to be positioned further away from catering area on competitor’s headland.
- The gate at the entrance needs to open earlier.
- Wind forecasts please.

Comments:
- Loved having use of the Qld Rowing tent and generator on spectator’s headland.
- Discouraging schools from self-catering on a grand scale for regattas 1-5 would help sales.
- HOR is different.

Regards,

Kylie
Hosting a BSRA regatta

Menu Example

Somerville House and All Hallows School Regatta 30 July 2017
Suggested Tower Script

Key Points:

• “Somerville Street Eats are Oarsome”

• This regatta is proudly created by the Somerville House Rowing Support Group foodies!

• Decorated in Somerville Green like a Street Food Market. Look for the vintage bike, a renowned symbol of Street Food.

• The food promises to offer something never tasted before in a school girls rowing regatta.

• Look in your program for a menu of their tasty offerings.

Menu Example

Breakfast
Bircher muesli, fresh strawberries & Bacon & Egg roll

Pulled Pork and Slaw Bun
Southern style slow cooked pulled pork, crunchy slaw on a toasted bakers bun

Beef Slider
Ground Angus Beef, caramelised onions, mixed greens and beetroot on a toasted bun

Tasmanian Cape Grim Pie
Tasmanian beef in a flaky pastry

American Style Hot Dog
American Hot Dog on a long bun, topped with your choice of........ Crunchy slaw, cheese, onions, mustards or classic tomato sauce

Asian Noodle Bowl – ‘Gluten Free and Vegetarian’
Glass noodles, with Asian flavours, fresh herbs and vegetables

Battered Fish and Chips
Light Tempura fish with chips and a slice of lemon all on newspaper print

Extras
• Cake Stall - a wonderful selection of home baked goods
• Cold drinks
• Coffee van
• Smash frozen drinks
Hosting a BSRA regatta

They invite you to enjoy their hospitality so please visit their Food Marquee & see what the fuss is about.

Somerville House and All Hallows School Regatta
30th July 2016

Somerville Street Food is ‘Oarsome’

Breakfast
Bircher Muesli -5
Strawberries -5
Bacon and Egg roll -5

Lunch
Pulled Pork and Slaw bun -7
Beef Sliders -7
Tasmanian Cape Grim Pie -6
American Style Hot Dog -6
Asian Noodle Bowl (gf&veg) -7
Battered Fish and Chips -7
Hot Chips -5

Drinks
Frozen Fruit Slushies
Coffee and Tea
Cold Drink Selection
Hosting a BSRA regatta

Supplier List

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

GenHire (for the generator on the comp headland or the merchandise)
6 Shoebury Street
Rocklea QLD 4106
07 3392 7733
Email: genhire@genhire.com.au
The coffee people are often keen to pay part of the generator hire. Please discuss this option with them.

Bidvest
On line Ordering
Contact Win 0407 172 621

Executive Distributors
Rianna 07 4613 4455 sales@exd.net.au

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 Liana - marketing@rainbowsmash.com
They can provide (for a negotiated fee) cool rooms and generators.
## Hosting a BSRA regatta

**BSRA**
Contact Rachael Kininmonth 0412 171 527 rachael@bsra.org.au

<table>
<thead>
<tr>
<th>BSRA Costing</th>
<th>Generators</th>
<th>15 KVA</th>
<th>20 KVA</th>
<th>1</th>
<th>1</th>
<th>Competitors Headland Spectators Headland</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Distribution Board</td>
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<td>1</td>
<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ICE – Provide own</th>
<th>Ice</th>
<th>Drinking Ice</th>
<th>5kg</th>
<th>16</th>
<th>Provide own Ice</th>
<th>Pick up at Shell Service Station at Jimboomba</th>
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</table>

<table>
<thead>
<tr>
<th>Cool room – Rainbow Smash</th>
<th>Rainbow Smash</th>
<th>Cool room</th>
<th>1</th>
<th>From Martin Brady</th>
<th>Pick up Evans Rd Salisbury</th>
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</thead>
</table>
### Regattas Sales Table

<table>
<thead>
<tr>
<th>Somerville 2016 Menu</th>
<th>Projections</th>
<th>Items Sold</th>
<th>Price</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bircher Muesli Strawberries</td>
<td>50</td>
<td>50</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Egg and Bacon Roll</td>
<td>404</td>
<td>404</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Pulled Pork and Slaw</td>
<td>253</td>
<td>388</td>
<td>$7.00</td>
<td>Sold out</td>
</tr>
<tr>
<td>Beef Slider</td>
<td>303</td>
<td>198</td>
<td>$7.00</td>
<td>Sold out</td>
</tr>
<tr>
<td>Cape Grim Pie</td>
<td>315</td>
<td>260</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Hot Dog</td>
<td>210</td>
<td>150</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Asian Nooble Salad</td>
<td>120</td>
<td>160</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Fish and Chips</td>
<td>150</td>
<td>72</td>
<td>$7.00</td>
<td>Sold out</td>
</tr>
<tr>
<td>Chips</td>
<td>400</td>
<td>320</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>240</td>
<td>240</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Coke</td>
<td>120</td>
<td>108</td>
<td>$3.00</td>
<td></td>
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<tr>
<td>Coke Zero</td>
<td>96</td>
<td>84</td>
<td>$3.00</td>
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<tr>
<td>Lemonade</td>
<td>48</td>
<td>36</td>
<td>$3.00</td>
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<tr>
<td>Orange/Mango</td>
<td>48</td>
<td>36</td>
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<tr>
<td>Sports Drink</td>
<td>192</td>
<td>108</td>
<td>$4.00</td>
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<tr>
<td>Juice</td>
<td>48</td>
<td>33</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Parking/Programs</td>
<td></td>
<td>247</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Hosting a BSRA regatta

<table>
<thead>
<tr>
<th>Stuartholme 2017 Menu</th>
<th>Projections</th>
<th>Items Sold</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacon and Egg wraps</td>
<td>360</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Yogurt Muesli Cups</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Strawberries</td>
<td>30kg</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Steak Burgers</td>
<td>300</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Sausage in Bread</td>
<td>300</td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Pulled Pork and Slaw</td>
<td>250</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Pies</td>
<td>100</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Chips</td>
<td>350</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Ceasar Salad</td>
<td>40</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Thai Salad</td>
<td>40</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Powerade</td>
<td>105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemonade</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solo</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fanta</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coke Zero</td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diet Coke</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coke</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lourdes Hill 2017 Menu</td>
<td>Projections</td>
<td>Items Sold</td>
<td>Price</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>Bacon and Egg Roll</td>
<td>400</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Bircher Meusli</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Stawberries and Yoghurt</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Pulled Pork and Slaw</td>
<td>300</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Pulled Beef and Slaw</td>
<td>300</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Pulled Chicken and Slaw</td>
<td>300</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Salad Wraps</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Sushi Roll</td>
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<td>$3.00</td>
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<tr>
<td>Water</td>
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<tr>
<td>Powerade</td>
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<tr>
<td>Coke</td>
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<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Solo</td>
<td></td>
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<td></td>
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<tr>
<td>Lemonade</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Hosting a BSRA regatta

<table>
<thead>
<tr>
<th>All Hallows 2017 Menu</th>
<th>Projections</th>
<th>Items Sold</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacon and Egg Roll</td>
<td>432</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Strawberries</td>
<td>3 trays</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Steak Burgers</td>
<td>300</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>BLTA</td>
<td>230</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Cheese Kransky Dogs</td>
<td>400</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Salad Rolls</td>
<td>40</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>552</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Powerade</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Coke</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Solo</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Lemonade</td>
<td></td>
<td>$2.00</td>
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</tr>
<tr>
<td>All Hallows used</td>
<td></td>
<td>Napkins 2000</td>
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</tr>
<tr>
<td>Steaks 30kg</td>
<td></td>
<td>Muesli – 6kg</td>
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</tr>
<tr>
<td>Bacon 45kg</td>
<td></td>
<td>Onions – 30kgs</td>
<td></td>
</tr>
<tr>
<td>Cheese Kranskys – 400</td>
<td></td>
<td>Dryslaw – 15kg</td>
<td></td>
</tr>
<tr>
<td>Eggs – 36 dozen</td>
<td></td>
<td>Tomatoes – 2 boxes</td>
<td></td>
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<tr>
<td>Yoghurt – 15kgs</td>
<td></td>
<td>Iceburg lettuce – one box</td>
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<tr>
<td>Bread Rolls – 1400</td>
<td></td>
<td>Baby Spinach – 5kg</td>
<td></td>
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<tr>
<td>Tomato relish - 7kg</td>
<td></td>
<td>Strawberries – 3 trays</td>
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</tr>
<tr>
<td>Mayonnaise - 7lt</td>
<td></td>
<td>Tomato Sauce – 12 litres</td>
<td></td>
</tr>
<tr>
<td>St Peters 2017 Menu</td>
<td>Projections</td>
<td>Items Sold</td>
<td>Price</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>Fresh Strawberries and Museli</td>
<td></td>
<td>70</td>
<td>$5.00</td>
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<tr>
<td>Egg and Bacon Roll</td>
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<td>460</td>
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<tr>
<td>Beef Hamburger</td>
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<tr>
<td>Sausage and Onion</td>
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<td>270</td>
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<tr>
<td>Chicken Wraps (Sold out early)</td>
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<td>$6.00</td>
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<tr>
<td>Water</td>
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<td>189</td>
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<td>Powerade</td>
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<tr>
<td>Solo</td>
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<td>40</td>
<td>$2.00</td>
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<tr>
<td>Lemonade</td>
<td></td>
<td>101</td>
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<tr>
<td>Coke Zero</td>
<td></td>
<td>68</td>
<td>$2.00</td>
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## Somerville HoR 2017 Menu

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

Head of the River – Somerville feedback 2017

1. Can you tell me the number you catered for and how much you sold?
   
<table>
<thead>
<tr>
<th>Projections</th>
<th>Total no# of individual Items prepared for sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>2546</td>
<td></td>
</tr>
<tr>
<td>Sold</td>
<td>2499</td>
</tr>
</tbody>
</table>

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
Hosting a BSRA regatta

Appendix A

BSRA Regatta [Date] 2018  School Catering Pre-orders – Boarders
Orders to be received by [Date] please
School Contact:  [name]  | email:  [address]  | Phone:  [number]
(Also contact for pre-orders on regatta day)

<table>
<thead>
<tr>
<th>School Catering contact person</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice contact person</td>
<td>Name:</td>
</tr>
<tr>
<td>Contact person at the Regatta (if different from above)</td>
<td>Name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORDER - MENU EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast Item</td>
</tr>
<tr>
<td>Egg and Bacon Roll</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Morning Tea Muffin</td>
</tr>
<tr>
<td>Lunch Items</td>
</tr>
<tr>
<td>Hamburgers</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Sausage on bread</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Chicken wrap with Aioli</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Drinks</td>
</tr>
<tr>
<td>Sports drink</td>
</tr>
<tr>
<td>Water</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Notes: i.e. special dietary requirements

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 above. We regret we are unable to deliver orders to tents.

BSRA Regatta [Date] 2018  School Catering Pre-orders – Staff/coaches
Orders to be received by [Date] please
School Contact:  [name]  | email:  [address]  | Phone:  [number]
Hosting a BSRA regatta

(also contact for pre-orders on regatta day)

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 EXAMPLE

<table>
<thead>
<tr>
<th>Breakfast Item</th>
<th>Price</th>
<th>Number required</th>
<th>Time required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egg and Bacon Roll</td>
<td>$5.00</td>
<td>Total needed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With tomato sauce</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With BBQ sauce</td>
<td></td>
</tr>
<tr>
<td>Morning Tea Muffin</td>
<td>$3.00</td>
<td>Total:</td>
<td></td>
</tr>
<tr>
<td>Lunch Items</td>
<td>Price</td>
<td>Number required</td>
<td>Time required</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Hamburgers</td>
<td>$7.00</td>
<td>Total needed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With tomato sauce</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With BBQ sauce</td>
<td></td>
</tr>
<tr>
<td>Sausage on bread</td>
<td>$3.00</td>
<td>Total needed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With tomato sauce</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With onion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With BBQ sauce</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With onion</td>
<td></td>
</tr>
<tr>
<td>Chicken wrap with Aioli</td>
<td>$7.00</td>
<td>Total needed:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. With Tabouleh</td>
<td></td>
</tr>
<tr>
<td>Drinks</td>
<td>Price</td>
<td>Number required</td>
<td>With lunch</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Sports drink</td>
<td>$4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: i.e. special dietary requirements

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 above. We regret we are unable to deliver orders to tents.
Hosting a BSRA regatta

Appendix B
Parking Attendant Location

The [location] is where the car park attendants line up.