

Chili Cook-off plan

- Two weeks in advance:
 - Set a date
 - Have a location reserved
 - Get event in Outlook calendar for department
 - Arrange for tables for your cook-off day, need tables for serving chili and tables and chairs for eating
 - Decide on method of payment (donations worked really well for OIT; if you are selling to students, I think you need to set a price)
 - Decide if you want judging
 - If you want to invite other offices, get a notice to TheWeek@ND (theweek@nd.edu). It has to be in by Thurs of the week prior to the event. And/or the ND calendar
 - Ask for volunteers to form committee
 - Lead
 - Communications coordinator
 - Send out email announcement
 - Create posters
 - Hang posters
 - Put event in exchange calendar
 - Send out reminder emails
 - Prepare list of ingredients to display for each pot of chili
 - Volunteer coordinator, find people to
 - Set up room and accept chili (4)
 - Work at lunch (6 people, 3 shifts)
 - Food coordinator
 - Ask for chili makers
 - Ask for cornbread bakers
 - Get grated cheese, sour cream, chopped onions, etc.
 - Misc. coordinator
 - Get bowls, spoons, napkins,
 - Get power strips and extension cords
 - Get change for cash box
 - Judging coordinator
 - Find judges (4 or 5 works well)
 - Get volunteers to help with judging (3 or 4)
 - Decide on method:
 - Judging panel: we got 5 paper cups of each pot of chili and had judges do blind tasting and judged on spiciness, unusual ingredients, etc. We had milk and crackers to “cleanse the palate” after each taste
 - People’s choice: have a jar by each chili pot and give people a token when they pay for a bowl; they put the token into the jar for the chili they like best; additional tokens can be available for purchase
 - Create certificates or ribbons for awards
- One week in advance:
 - Ask for chili makers
 - Get ingredient list
 - Get indication of how hot it is
 - Ask for cornbread makers
 - Ask for volunteers to work setting up
 - Ask for volunteers to work at the lunch
 - Put up posters to advertise, make sure that the cause you are raising money for is prominent

- Two days in advance:
 - Send out emails to your department to remind them
 - Get bowls, spoons, napkins, and tablecloths
 - Create ingredient lists and hotness rating to display
- Day before sale:
 - Get tables set up to hold chili; don't have all the crockpots on one electrical line
 - Have extension cords and power strips ready
- Day of sale:
 - Have people there to help set up
 - Make sure all items people bring are labeled
 - Send out email to remind people of lunch
 - Hold judging before lunch
 - Have people there to help with lunch—restock bowls, etc.
 - If you have chili left, see if people want to take it theirs home or sell containers of it
- Other advice:
 - Have extra serving utensils
 - We have created t-shirts for the chili-makers in the past, with a chili cook-off logo and the date