

Chili Cook-Off Guidelines - 2020

Date: TBD

Location: UF Koehler Center

Event Time: 4:30pm-8:00pm EST

What is provided to the teams?

- Booth table coverings
- Buckets and food safe liners
- Chaffing dishes
- Sternos
- Thermometer
- Plastic gloves
- (2) Industrial electrical cords
- Bowls/cups for chili
- Serving ladles
- Table service
- Dessert
- Soft drinks

What do the teams need to provide?

- 20 Gallons of chili
- 2 roasters for heating – no crockpots **(there will be multiple temperature checks throughout the event)**
- Pitchers or other methods to transfer chili to warming roasters
- Condiments (cheese, crackers, onions, sour cream etc.)**(optional)**
- Transportation
- Booth decoration/props **(booth decorations must stay within the confines of your booth-see attached photos from 2017 CCO for example)**
- Any promotional items you wish to display for your team **(optional)**

General Information:

- Teams can arrive between 1:00 and 3:00pm to begin your set-up.
- This should give you enough time to decorate your booth and have your chili heated to serving temperature before 4:30.
- The doors open to the public at 4:30 and we will finish up at 8:00 pm.
- Parking: You may park your vehicles in the lots **behind** Koehler. You are not permitted to park on the grass field adjacent (south) of the building. Please leave the parking spots closest to the building, and in the front, open for our event attendees.
- Behind your serving table, there will be another table for you to use as a prep area for heating your chili. This is where your roasters will be placed. Again, only roasters, we cannot allow crock pots due to the electrical issues they cause.
- Volunteers will come around beginning at 3:45pm to check the temperature of your chili in your roasters. Your chili is heated in your roasters and then transferred to the sterno pans for serving. Chili **MUST** be warmed to minimum temperature of 165 degrees, per the Health Department. Chili will then be checked again at 4:30pm. If the chili is not up to temperature, you will not be able to serve it. We want to make sure this a safe event for everyone.
- Each team will be assigned a booth with an 8-foot table. Your team numbers and the location of your team's table will be assigned prior to the event.
- See attached sheet for booth ideas from previous years. Booth decorations need to be free-standing and occupy an 8' by 10' area. **PLEASE NOTE YOU WILL NOT BE ABLE TO PLUG IN ANY BOOTH DECORATIONS. ALL OUTLETS ARE RESERVED FOR ROASTERS.**
- Wrist bands for Team Members
 - You will be provided event wristbands for your 10 team members.
 - You will be provided admission tickets to sell to friends and family. Please keep track of all payment and turn into CPS.
 - Additional tickets can be purchased several ways: At the Cancer Patient Services office from 9:00 am to 4:00 pm, Monday through Friday or tickets can be purchased the day at the event at the front door.

Awards Presented for:

1. People's Choice - 1st, 2nd and 3rd place awards
2. Celebrity Judging – 1st, 2nd, and 3rd place awards
3. Best Decorated Booth - 1st, 2nd, and 3rd place awards
4. Spirit Fundraising Award – 1st, 2nd, and 3rd place awards

What is the Spirit Award?

The award is given each year to the team that raises the most money prior to the Chili Cook-Off. This award recognizes the teams that support the work of Cancer Patient Services. **We challenge each team to raise at least \$1,000 or \$100 per team member.** Each team will be provided CCO 2019 Raffle Tickets to sell (**\$10 each, we will be raffling a \$500, \$1,000 and \$2,500 Visa gift cards. These will be available to you before Thanksgiving so your team members can start selling**). Teams are encouraged to do additional fundraising outside of the ticket sales! CPS staff can support your fundraising efforts. If you would like ideas or a speaker for your organization, please contact Carol at cmetzger@cancerpatientservices.org or 419-423-0286.

Clean-Up

- Due to the venue, there is nowhere to clean up your roasters/ladles, so please be prepared for this.
- Trash cans and liners will be provided.

Helpful Hints

1. Prep each ingredient of our chili in the week(s) leading up to the cook-off
2. Use one table as a prep table (behind), and 1 table as a serve table
3. Transport chili in Home Depot 5 gallon buckets (**provided to teams along with food safe liners**)
 - a. Do not fill completely full due to weight
4. Bring one bucket of water for clean-up
5. Bring spray bottles with water and/or cleaner
6. Set-up as early as possible (**doors open for set up at 1pm**) - **Be sure to arrive early enough to get your chili up to temp on time. The chili will**

burn to the sides of the roaster if you crank to high right away and develop a smoky/burnt taste.

7. Unload all vehicle contents at the door closest to your booth
8. Set-up roasters first
9. Start by heating two roasters half full, then transfer to one when hot
 - a. Then, start the second roaster with the remaining chili in your prep area
10. Have all condiments or extras pre-packed and prepped in easy-to-use and individual containers **(condiments optional)**
 - a. Sour cream in easy-squeeze bottles
 - b. Onions diced in small 1 ounce plastic lidded containers
11. Have one team member outside the booth with a tray of ready-to-go cups of chili to help speed along the lines
12. Be unique, build your booth up
13. At tear down, disassemble everything first then pull up your vehicle

Team Booth Examples





