

## BAOC Refreshments

This guide is intended to help event directors plan refreshments for a typical orienteering event. For more advice, contact the club Social Director.

---

**Aim of Refreshments:** When people are hungry, they get grumpy and impatient. A small expenditure on refreshments can go a long way toward sending people away with a positive experience.

**Budgeting:** For most events, BAOB seeks to provide light snacks. A budget of less than \$1/person should be enough (depending on what food is purchased and what sale prices are).

**Shopping Tips:** Look for cost-effective foods like fruit and small cookies. Look for foods with *minimal prep work* and *very small portion sizes*. Be careful purchasing too much perishable food, like fruit. It's ok to purchase more non-perishable cookies and crackers than you expect to use; they are good to have on hand if consumption is higher than normal and can be saved for future events. BAOB generally has a surplus of non-perishables. Before shopping, ask the previous event organizers if they had leftovers.

**Sample budget for a 100-person event** (Still being refined. Adjust to cost and availability.):

Item	Quantity	Unit Price	Cost
Bananas	10 lbs (~30 pcs)	\$0.70/lb	\$7
Small Apples	6 lbs (~20 pcs)	\$1.50/lb	\$9
Tangerines	10 lbs (~50 pcs)	\$1.50/lb	\$15
Cookies	6 lbs (~150 pcs)	\$1.50/lb	\$9
Chips	6 lbs	\$2.00/lb	\$12
Salsa	3 jars	\$3.00/jar	\$9
Vitalyte	1 tub (5 gallons)	\$15.00/tub	\$15
Napkins	200	\$2/package	\$2
Cups	100	\$5/package	\$5
Water	10 gallons (highly variable)	\$1/gallon	\$10
<b>Total</b>			<b>\$93</b>

**Staffing:** You will want to recruit one volunteer to help purchase food before the event. That volunteer should be familiar with purchasing guidelines, and can be reimbursed after the event.

The refreshments table should be staffed by a dedicated volunteer throughout the event. Besides helping with setup, this is essential for keeping the refreshments table clean and attractive. This volunteer should remove trash, replenish empty bowls, monitor food reserves, and slice fruit. Along with E-punch, this volunteer should greet finishers and direct them to the food.

**Food Table Setup:** Designate a food table early (before participants start claiming space). It should be located in a central location, clearly visible from the Finish line and E-punch table. Ideally, it will be surrounded by comfortable seating. Cover the table with a tablecloth, and use a pop-up tent to protect the food from sun, rain, and falling leaves. Place the results board nearby, to create a central location for post-race socialization. Make sure that trash receptacles are nearby.

**Food Handling:** The refreshments volunteer should observe good hygiene. Wash hands with soap and water or with disinfectant gel. Food should be stored off the ground in a dry, shaded spot. Don't let people eat directly over the food table. After the event, serving bowls should be washed with soap and bleach solution and dried before storage.

**Food Presentation:** The club has an assortment of cutting boards, knives, and serving bowls. Food should be presented to look *plentiful* and *clean*. Notice that the suggested quantities of fruit do not provide everyone with a full banana or apple; so slice the fruit! Make sure that trash or crumbs don't accumulate on the table. Restock or remove empty bowls. Encourage people to eat, but make sure that some is held back for the late finishers!