

## **Chili Cook-off Guide to Success**

**This is the easiest and most fun fundraiser I have ever done. We are on our fourth year and it just keeps getting better and better!**

1. Find a location and set a date and time!
  - a. They will need to have power and hopefully banquet tables with linens to use.
2. Let everyone know! Facebook, emails, phone calls, signs in businesses
3. Find at least 10 people to enter their chili.
  - a. They must make a large crock pot of chili
  - b. Provide a small extension cord for their crock pot/plate warmer
  - c. Pay a \$15 entry fee – this goes to the prizes
  - d. Arrive 30 minutes prior to the event and present their chili to the crowd
  - e. Create a name for their chili
4. Advertise the event to get a large turnout!
5. Find 4 judges, making one a head judge.
6. Make signs announcing the date and time and details. We charge \$5 per bowl/spoon to taste.
7. Get vendors to set up booths and donate a raffle item as well as a portion of their proceeds.
8. Get items for a silent auction. We have had weekends at the beach, magnums of wine, candles, Mary Kay basket, restaurant gift certificates, massages, etc.
9. Wine Basket Raffle. Buy interesting and inexpensive wines (6 or so) and sell raffle tickets. We charge 2 for \$5, 5 for \$10 and 20 for \$20. Hold the raffle after the silent auction and cook-off.
10. Secure long extension cords and power strips for day of event.

### **2 weeks prior to event**

Collect all money from chili entries and go shopping for the prizes. I have bought great stock pots from Ross and Home Goods, filling them with pot holders, ladles, aprons, spices, beans, etc. Keep in mind there is a larger prize for 1<sup>st</sup> than 2<sup>nd</sup>. Crowd favorite can be whatever you want. I usually make it a bit smaller than 2<sup>nd</sup> prize.

### **5 Days prior cook-off**

1. Make sure all chili entry forms are turned in.
2. Confirm with facility that power, tables and space will be set up at designated time.

3. Confirm judges and chili cooks.
4. Send reminders to everyone about the event.
5. Make all chili name signs, judges name signs, ballots and judges notes.
6. Arrange for a volunteer to take the money and hand out bowls & spoons.
7. Arrange for a volunteer to sell raffle tickets.
8. Gather all silent auction items and make bidding sheets.

### **Day of event**

1. Set out all silent auction items with bidding sheets.
2. Set up the tables. One for taking donations and handing out bowls, spoons and crowd favorite card.
3. Set up wine raffle table (I put it with the silent auction items to save space)
4. Make sure all tables are set up with extension cords and power strips for crock pots/warming plates.
5. Get ready to have FUN!!!!

Once people arrive and you have make your announcement, introduce judges and explain the voting process for crowd voting, let the chili serving begin.

You will need to bring the servings of chili to the judges table, one serving per person. Take one serving at a time and they will make the notes before moving on to the next chili entry.

\*\*\*Remind the chili cooks that the judges will only take 1 – 2 bites\*\*\*

Once the judges have tasted all chili and made their decision, remind the crowd to cast their vote for their favorite!

Announce the winners and remind people of the raffle and auction items.

When you feel it is appropriate, close out the auction and draw for the raffle items.

When all of this is done, clean up and go home!!!