

School BBQ Planning Checklist

Budget, safety, accessibility and volunteer roles

Start with school approval

A year-end BBQ is a school event, not an independent council event. Confirm the date, purpose, vendors, insurance, facilities, supervision and financial process with the principal before commitments are made.

Planning and safety checklist

- ☐ Purpose, audience, date, rain plan and site capacity confirmed.
- ☐ Food vendor, handling, allergen information and PPM 150 status reviewed.
- ☐ Emergency access, first aid, student supervision and reunification plan confirmed.
- ☐ Accessibility, washrooms, shade, seating and quiet space considered.
- ☐ Municipal, fire, electrical, propane or facility requirements checked where applicable.
- ☐ Volunteer roles, arrival times, sign-in, training and child-safety expectations documented.
- ☐ Cashless payment, receipts, deposits and post-event reporting process approved.
- ☐ Neighbour, parking, waste, cleanup and final site-check responsibilities assigned.

Simple working budget

Food and beverages		
Equipment and rentals		
Activities and supplies		
Permits, insurance or services		
Contingency		

Day-of ownership

Event lead

School contact

Food lead

Safety / first aid

Volunteer lead

Cleanup lead