Review of Pink & Blue Day, Chicken Run Final Night, Pennant (held 30/04/2022 – 03/04/2022) –

What went well

What needs improving.

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|  | **Comment** | **Suggestions** | **Action Taken** |
|  | Chicken Run Final.  64 people.  Selection of chicken / beef / pork / vegetables & sweets.  Ran out of food (Eric bought more). | Smaller portion sizes so people can have a bit of everything.  Less options.    Use a caterer as large numbers.  If buy chickens from Charcoal Chicken (who will cut into eighths if request), chips can be purchased from them as well. So dealing with one supplier and one delivery / collection. |  |
|  | Sue V not sure of what was happening. | Involve Sue V in planning meetings. |  |
|  | Chips inedible | Cook our own in deep fryer or oven. Well St. Fish& Chips much better. Too much effort to cook our own – cannot cook them quick enough.  **Bridle St. Chips were noted to be horrible when the Captain ran a special day and it was decided not to use Bridle Rd, again.**  **Three functions over three days was too much for some people to cope with. We needed more helpers.** |  |
|  | Chicken pieces too large. | Cut into smaller portions (quarters are too large).  Red Rooster will cut chickens into eighths and deliver but portions are too small. **However, Charcoal Chicken in Traralgon will cut into eighths and are a good size. Delivery will need to be considered.** |  |
|  | Not enough variety in food – chicken slabs and inedible chips. | Add salad / fruit / drink.  When it was arranged to have a bbq for the Charity Day, the women were supplying the salads. **What happened?** |  |
|  | Not enough food. | Serve smaller quantities of multiple options.  Have less options. |  |
|  | Forgot the biscuits / desserts. | Have Sue V purchase food. |  |
|  | Hand hygiene lacking for some. | Food Handling course for kitchen supervisors and key personnel.  Council Inspection found no hand sanitizer in the kitchen. |  |
|  | Stove operation unknown. | Prepare clear step-by-step instructions and attach to wall.  Do for Stove, Dishwasher, Microwave, Deep Fryer, Bain-marie and any other appliances. | Peter and Chris can do this |
|  | Bain-marie not reliable. | Arrange maintenance. | Peter can arrange to do this. |
|  | Microwave not reliable. | Check.  **Buy new microwave**. |  |
|  | Not enough supply of staples (paper towels, teabags, dish clothes, tea towels, batteries, tongs). | Sue V to know what consumables to keep stocked.  Authorize Joan to purchase tongs and other required utensils. |  |
|  | Oven dirty | Arrange cleaning.  Arrange routine maintenance. |  |
|  | People scheduling.  Need people organized for serving, cleaning, preparation. | Have a clear list of duties for each person.  Have a back-up plan if someone can’t come at the last minutes.  Arrange enough people 1 week beforehand. |  |
|  | Kitchen cleaning not arranged. | See above. |  |
|  | Kitchen cupboards dirty. | Clean cupboards.  See what is needed to be put into budget. |  |
|  | Kitchen noise may impact on presentations. | ‘Close’ the kitchen (and barred) during presentations. | Check-list has been updated. |
|  | Course Closed sign not removed. | Remove the sign after play finishes. | Check-list has been updated. |
|  | Is $5 sufficient for Pennant lunch.  $20 for Chicken Run meal seems appropriate. | Review income and cost of food and then assess in conjunction with GWG. | Eric. |
|  | No music – good. |  |  |
|  | Good Chicken Run advertising – promotion during the season.  Had a form to register interest (so knew numbers).  Guests and partners invited. |  |  |
|  | Chicken Run voucher good.  Drummond rep at dinner (as a guest – dinner provided). |  |  |
|  | Jenny G arranged a week beforehand. |  |  |
|  | Many Board members present, which allowed everyone to pitch in as needed. |  |  |
|  | Spinning wheel fund raiser didn’t occur (due to last minute work / illness). | Have a back-up plan for people. | Check-list has been updated. |
|  | Not many men stayed for Pink & Blue presentations.  More women than men entered. Total of 64. | Keep it on Friday. The option of Sunday may mean less women, and not a large increase in men. | N/A |
|  | Bar fridges understocked. | Stock the fridge the day before (if possible).  Potential issue of multiple ‘big days’ in a row. Review program of events. |  |
|  | PPG Prize Report not quite right.  What is PPG? | Setup separate comps in PPG.  Should there be separate comps? | Competitions setup in PPG – copy the separate men’s & women’s next time. Prize report OK. |
|  | Course condition excellent. | Perhaps also due to Pennant and Medal day in close proximity.  Review program of events. |  |
|  | Mulligans a good fund raiser. |  | Check list updated. |
|  | Donated over $1000 to LRH. |  |  |
|  | Issued score cards on arrival, and announced for all to go to tees once everyone there. | No call out of names and card issue at the ‘last minute’. | Check list updated. |
|  | Pre-print cards. |  | Check list updated. |
|  | Print partners and tee allocations in large print. |  | Check list updated. |
|  | Pay all monies at the bar, straight into the cash register. |  | Check list updated. |
|  | Golf link handicaps not updated from Saturday. | Problems with PPG to be raised the day before. |  |
|  | Some Pennant teams paid for food as a team, some as individuals. | Put labelled envelopes on the table for collection of monies.  Envelopes to be brought to the bar for the entire team by the Team Captain. |  |
|  | Had tickets for food – pay at bar and then present ticket at the kitchen. |  |  |
|  | Kitchen staff shortages (due to illness). | Need a back-up plan. |  |
|  | Sue V bought the food, and volunteers helped prepare it. |  |  |
|  | Pennant had ham /chicken salad rolls. | Was able to use left-over chicken from previous day’s event. |  |
|  | Volunteers needed. | Organize another RSA course.  What about food handling course? |  |
|  | Captain started Pennant Men’s field, with GWG starting women’s field. | What is the problem? |  |
|  | Cross-over bank-up with Pennant. Not Clear! | For GWG to sort out. |  |
|  | Review bar prices. | Add to Finance / Facilities sub-committee agenda. |  |
|  | Pink & Blue Advertising | Consider use of Radio and Win TV. |  |
|  | Pennant food orders. | Spoke about giving food tickets to each individual who pays.  Best system seems to be the Team Captains collect all the money and give to the Club. No tickets are issued. Some questions about how many may collect a meal without payment. |  |