

Chuck Wagon Round Up Guidelines

What will the Round Up be for?

- Community Event
- Charitable Fund Raiser

Community Backing

- Local Bank
- Account strictly for Named Event
- \$3000 - \$4000 to start up funds
- 501 – C3 status needed
- State tax exempt status needed

Local Insurance Co.

- 1-3 day liability policy needed to cover the event
- Coverage amount for 1-3 million dollars.

Local Health Department

- Notify and check on requirements
- One day license and cost
- Serve Safe training for wagon staff

Advertisement

- Local newspapers notified
- Local News stations notified
- On-line Chuck Wagon Organizations notified

Local food Bank /Shelter

- Arrangements made to accept unserved food
- How it must be packaged
- Date and time information
- Pick up /delivery arrangements

Fire Department

- Location of event
- Open fire requirements
- Will wood be provided for the wagons?

Police Department

- Notified and make arrangements

Sponsors for the Event

- Community Sponsors
- Their sponsorships pays for:
 - Financial backing of costs for chuck wagon teams
 - Gas expenses round trip millage @ \$0.32 /mile
 - Food cost \$200 +Based on each wagon serving enough food to serve 100 meals
 - \$150 to \$200 rough estimate for cost for food for 100 meals
 - Or each wagon can also be instructed to pass out samples instead of meals

Sponsors can also supply the food for the wagons

- Donate meat, flour, butter etc.
- Only meat packaged or bought from licensed suppliers should be used.
- Check with the wagon teams representative to see what they would like to cooking.
- Work with suppliers to get meat and other food items

Fund Raiser

- Have a contact person from the organization
- Military (Wounded Worriers, Honor Flight etc.)
- Have representatives of members present during the event
- All donations must be kept separate and shown they are given to the charity.

Extra Fees

- Will you charge the public per meal at the gate?
- Or will you ask for donations at the gate with other donation locations to be placed at each serving table

Raffles and entertainment

- Contact local sporting goods stores for a Dutch oven to be raffled off at the event
- Cowboy poets or western music can be added to enhance the atmosphere

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