

Barbecues are a great way to promote team building and socialising in a workplace, organisation or community.

This sample menu and event plan provides guidance on planning your ingredients, equipment and time to make your next barbecue a success!

The sample menu and event plan includes:

- tasty and nutritious menu ideas
- equipment checklist
- shopping list
- time planner

## Healthy menu ideas

Try these delicious barbecue ideas which are simple and healthy too! Recipes with a star (\*) are available from [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au).

### Sample menu

Main dish	Sides	Drinks	Dessert (optional)
Lean bean burgers* Lentil burgers (vegetarian)* <b>Served in a bread roll with lettuce, tomato and sauce</b>	Crunchy coleslaw* Corn on the cob	Plain water (tap, still or sparkling)	Balsamic strawberries with Greek yoghurt*

## Equipment

Use this checklist to make sure you have all the equipment you need on the day.

### Sample equipment checklist

<input type="checkbox"/> 1–2 barbecues (depending on availability and number of staff)	<input type="checkbox"/> 2 mixing bowls (for coleslaw and strawberries)	<input type="checkbox"/> Ice box/cooler/ice bucket to keep drinks cool
<input type="checkbox"/> 2 barbecue tongs/spatulas	<input type="checkbox"/> 2 serving bowls (for coleslaw and strawberries)	<input type="checkbox"/> Ice box/cooler to keep meat and perishable food cold (e.g. salads, fruit)
<input type="checkbox"/> 1 chopping board (for salad preparation)	<input type="checkbox"/> 5 serving plates (for bread rolls, cheese, tomato, lettuce and corn cobs)	<input type="checkbox"/> Hand sanitiser, for those handling food at the barbecue
<input type="checkbox"/> 1 sharp knife (for salad preparation)	<input type="checkbox"/> 2 serving spoons (for coleslaw and strawberries)	<input type="checkbox"/> Plates and cups for guests (if needed)
<input type="checkbox"/> 1 grater (for carrot)	<input type="checkbox"/> 4 sets of serving tongs (for salad ingredients and corn)	<input type="checkbox"/> Serviettes for guests (if needed)

## Sample shopping list

This shopping list contains all the ingredients you will need to prepare the sample menu on Page 1. Any changes to the sample menu will require you to make changes to the shopping list.

Check	Shopping list	10 people	15 people	25 people
<b>Meat and alternatives (refrigerated) section</b>				
<input type="checkbox"/>	Lean or extra lean beef patties	10 patties	15 patties	25 patties
<input type="checkbox"/>	Lentil burgers/patties (vegetarian option)	On request	On request	On request
<b>Dairy (refrigerated) section</b>				
<input type="checkbox"/>	Cheese slices, reduced fat	10 slices	15 slices	25 slices
<input type="checkbox"/>	Natural yoghurt, reduced fat	½ cup	¾ cup	1¼ cups
<input type="checkbox"/>	Greek yoghurt, reduced fat	500g	750g	1.25kg
<b>Bakery products</b>				
<input type="checkbox"/>	Wholemeal or multigrain bread rolls	10 rolls	15 rolls	25 rolls
<b>Fruits and vegetables section (fresh)</b>				
<input type="checkbox"/>	Mixed salad leaves (for burgers)	200g	300g	500g
<input type="checkbox"/>	Tomatoes (for burgers)	4 large	6 large	10 large
<input type="checkbox"/>	Red cabbage	½ cabbage	¾ cabbage	1¼ cabbages
<input type="checkbox"/>	Carrots, grated	2 large	3 large	5 large
<input type="checkbox"/>	Red onion	1 large	2 medium	3 medium
<input type="checkbox"/>	Lemons, fresh	1 medium	2 medium	3 medium
<input type="checkbox"/>	Strawberries	1kg	1.5kg	2.5kg
<b>Freezer section</b>				
<input type="checkbox"/>	Frozen corn cobs	10 cobs	15 cobs	25 cobs
<b>General grocery and other non-food items</b>				
<input type="checkbox"/>	Mayonnaise, reduced fat	½ cup	¾ cup	1¼ cups
<input type="checkbox"/>	Tomato sauce, reduced salt	200mL	300mL	500mL
<input type="checkbox"/>	Balsamic vinegar	⅓ cup	½ cup	¾ cup
<input type="checkbox"/>	Icing sugar	⅓ cup	½ cup	¾ cup
<input type="checkbox"/>	Water bottles (if purchasing)	5 × 375mL bottles	8 × 375mL bottles	13 × 375mL bottles
<input type="checkbox"/>	Re-usable plastic plates and cups (if needed)	10 of each	15 of each	25 of each
<input type="checkbox"/>	Serviettes (if needed)	15 serviettes	20 serviettes	35 serviettes

**Note:** Soft drink is not recommended as it is high in sugar with no nutritional value. However, if soft drink is served, offer 'diet' or low kilojoule varieties.

# Planning for the day

Follow to the steps in the sample time planner below to make your barbecue a success on the day.

## Sample time planner

Prior to event	Action (Tick when complete)	Estimated time required
2 weeks	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure you have a suitable location for the barbecue, with adequate seating and shaded areas for people to sit (if appropriate).</li> <li><input type="checkbox"/> Ensure you have a barbecue(s) big enough to accommodate the event.</li> <li><input type="checkbox"/> Check that you have all the necessary equipment. Refer to the equipment checklist on Page 1 and make arrangements to buy or borrow anything you don't have.</li> <li><input type="checkbox"/> Send the initial email and calendar invitation to all possible attendees, and ask people to indicate any special dietary requirements.</li> <li><input type="checkbox"/> Display posters in communal areas (e.g. staff room or kitchen) to advertise the event.</li> </ul>	30 minutes
3 days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send a reminder email to all possible attendees.</li> </ul>	10 minutes
2 days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Count the number of people who have confirmed, and tally any special dietary requirements.</li> <li><input type="checkbox"/> Finalise menu and prepare shopping list (or use the shopping list provided).</li> <li><input type="checkbox"/> Shop, storing all meat and dairy items in a clean cooler bag while transporting them, and then store in the refrigerator. If you are ordering your shopping online, allow 1-2 days for delivery.</li> <li><input type="checkbox"/> Depending on the size of your workplace or community and the number of people attending the event, it may be a good idea to allocate 1-2 people to help out on the day. Make sure any helpers are aware of the tasks and time they have been allocated for completion. Tasks may include: <ul style="list-style-type: none"> <li>– collecting ice on the day (if necessary)</li> <li>– organising freezer blocks to use in ice boxes/coolers</li> <li>– moving and cleaning furniture</li> <li>– setting up the barbecue</li> <li>– setting up the serving station</li> <li>– preparing the food.</li> </ul> </li> </ul>	1 hour plus travel time
1 day	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make the healthy coleslaw and refrigerate overnight.</li> <li><input type="checkbox"/> Check that the gas bottle is full and/or heat beads are available.</li> <li><input type="checkbox"/> Check that the barbecue(s) works, and is clean.</li> </ul>	1 hour
2 hours	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare the balsamic strawberries and store in fridge.</li> <li><input type="checkbox"/> Slice lettuce and tomatoes for burgers and store in fridge.</li> <li><input type="checkbox"/> Slice bread rolls and cover until ready to use.</li> <li><input type="checkbox"/> Clean furniture/serving areas (if necessary).</li> <li><input type="checkbox"/> Set up the barbecue and eating areas: take plates, cups, serviettes, Esky, barbecue tongs/spatula, apron/s and tomato sauce to barbecue station and arrange.</li> <li><input type="checkbox"/> Buy ice (if necessary).</li> </ul> <p><b>Tip:</b> If you are collecting money, make sure you have a secure place to store it and adequate change.</p>	2 hours (time may vary depending on the number of people attending and assisting)

## Sample time planner

30 minutes before	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take all food and drinks to barbecue area, keeping food that needs to be kept cold (e.g. meat, salads) chilled on the way.</li> <li><input type="checkbox"/> Place drinks in an ice bucket or ice box/cooler and store uncooked food (e.g. meat products) in a separate ice box/cooler with ice or freezer blocks.</li> <li><input type="checkbox"/> Prepare area for cooking.</li> <li><input type="checkbox"/> If possible, prepare and serve food on a different table to where people will sit to eat.</li> </ul> <p><b>Note:</b> Keep raw food (particularly meat products) away from cooked or ready-to-serve foods to avoid cross contamination.</p>	30 minutes
15 minutes before	<ul style="list-style-type: none"> <li><input type="checkbox"/> Turn on barbecue and allow to heat.</li> <li><input type="checkbox"/> Begin cooking burger patties and corn cobs.</li> <li><input type="checkbox"/> Place bread rolls, lettuce, cheese and tomato in a line on the service table to allow burgers to be assembled.</li> <li><input type="checkbox"/> Have plates, cups and serviettes in easy reach for guests.</li> </ul>	15 minutes
Start	Await arrival of your guests and start your service!	
After	Additional time should be allocated for clean-up after the event.	

To receive this document in an accessible format phone 1300 22 52 88 or email [heas@nutritionaustralia.org](mailto:heas@nutritionaustralia.org)

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