

# BESTFEST

FRIDAY, OCTOBER 20TH 2017

# Last Year and This Year

## Timing of paying organizations

- 🦅 We are learning each year; it will be better.

## Two flavors of food and three flavors of beverages

- 🦅 We will have people checking this throughout the event.
- 🦅 You will be shut down. You will be fined for violating this rule.

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## Application only for BestFest

- 🦅 Other Homecoming events will do a sign up later.

## Two participation payments

- 🦅 One for the booth.
- 🦅 Second payment after lottery meeting for food/beverages permit.

## Card swiping at entrance

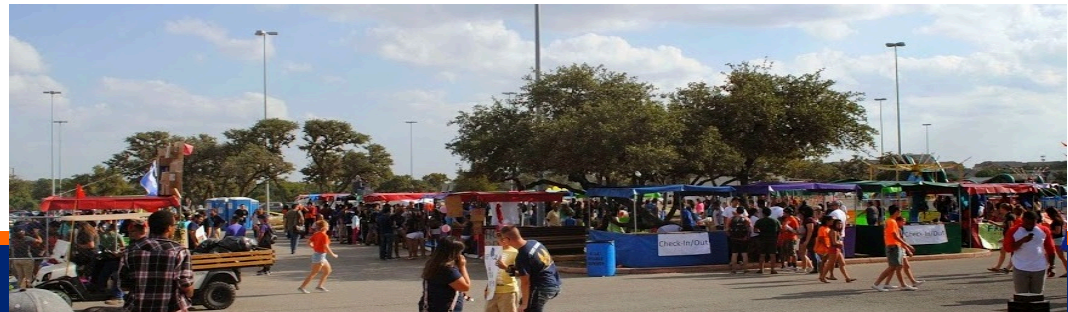
- 🦅 This will be throughout the day and the event itself to better track attendance

## Tables at the event





- 🦅 We will place them at each booth during setup.
- 🦅 They will be new. Clean them well when you return them.

## Limited electricity for all booths








- 🦅 We will be adding electricity to all booths. This is not a free for all – it's still only 16 amps.



# Tickets as payment







-  Tickets will be sold at a Roadrunner Productions booth and will need to serve as sole payment for your organization's product
-  Ticket Values will be set at \$.50 a ticket.
  - Price your product accordingly.
-  At the completion of the event, tickets will need to be turned in to be weighed to determine profits.
  - Weight of tickets will not be done at the conclusion of the event.
-  Money will be distributed to your organization at a later time.
  - **Your organization will only get money through your University Cost Center**

# BestFest Application






-  Available on the Roadrunner Productions RowdyLink page, under Forms
-  Contact information from two organization representatives and your advisor will be required
-  Submit two choices of product to sell
-  Statement of Understanding needs to be signed by one representative and advisor and uploaded to the BestFest application before submitting
-  Statement of Understanding can be found
  -  RowdyLink > Roadrunner Productions > Documents > BestFest 2017 Rulebook
-  Applications close Friday, September 15<sup>th</sup> at 4 pm.

This will NOT solidify your product; your organization will have to participate in the lottery process. This is only a reference for Roadrunner Productions.

# Payment Information



-  Payment is split into two different payments.
-  Booth deposit forms will be ready when the application opens in the Roadrunner Production office on Monday, September 11<sup>th</sup>
-  Receipts need to be uploaded on RowdyLink as a **PDF file**
-  Booth payment receipts are due the day of the Lottery Meeting, September 20<sup>th</sup> by 11 am to secure a spot.
-  The booth fee is \$35
-  All payments are non-refundable

# Food Booth Payment Information




-  After the lottery meeting if your organization decides to choose a food booth, you will then receive a food booth deposit form
-  An additional cost of \$40 for the Food permit and Inspection for a total of \$75
-  Receipts of payment for a food booth is due **Friday, September 22<sup>nd</sup> by 4 pm**
-  Receipts need to be uploaded on RowdyLink as a PDF file
-  All payments are non-refundable

# Booth Charges

## Booth Fee:

-  Booth Cost - \$35
-  Payment due:  
September 20, 2017  
by 11 am

## Food Permit Fee:

-  Additional cost of \$40  
for the Food Permit and  
Inspection
-  Total Charge = \$75
-  Payment due:  
September 22, 2017  
by 4 pm

# Key Dates for BestFest

## Application Open

Monday, September 11<sup>th</sup>

9 am

## Application Deadline

Friday, September 15<sup>th</sup>

4 pm

## Booth Payment Deadline

Wednesday, September 20<sup>th</sup>

11 am

## BestFest Lottery Meeting

Wednesday, September 20<sup>th</sup>

2 pm

## Food Booth Payment Deadline

Friday, September 22<sup>nd</sup>

4 pm

## Food Booth Licensing Meeting

Wednesday, October 4<sup>th</sup>

11 am & 12 pm

**BestFest**

Friday October 20, 2017

# Lottery Meeting

September 20, 2017

UC Retama

Electronic Sign in


1:30 - 2:00 pm

Meeting Starts

2:00 pm

Reminders:

 Two people per organization are required to attend in order to participate in BestFest

 Everyone gets an opportunity to sell a variety of food items or services



 Bring plenty of product ideas

 Food booths can only sell one item



 Limited electricity is available for all booths.

# Lottery Meeting Agenda

## Electronic Sign In

-  Your organization will be given your lottery selection number
-  This number **WILL** signify the order in which you present your product

## Lottery Meeting Order

-  Lottery selection numbers will be called in the order of which **completed applications were approved** to participate in BestFest
-  A reminder that we do not have any products solidified at this point.

 Sponsored Student Organizations will sell designated BestFest Signature Items. The items will be selected from a predetermined list through the lottery process.

 Sponsored Student Organizations are as followed:

- Rowdy Crew
- Student Government Association (SGA)
- UTSA Ambassadors
- VOICES
- NPHC
- IFC
- MGC
- PHC
- Honors Alliance
- BARR
- Council of Student Organizations (CSO)

# Signature Items

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 Corn in a cup

 Fried Oreos

 Frito Pie








 Chicken on a Stick

 Corn Dogs

 Sausage Wraps

# Lottery Meeting Agenda

## Lottery for Products to be Sold

-  Lottery selection numbers will be called in the order of which **completed** applications were **approved** to participate in BestFest
-  Organization representatives will propose their selected product
  - Two flavor variations for food
  - Three flavor variations for beverages
-  The room is opened up for any potential challenges by other organizations who already have an item secured – 2 minutes
  - limited to similar product concerns only
-  The organization who was challenged will have 2 minutes for a rebuttal.
-  A decision will be made by a panel of Roadrunner Productions members in attendance at the Lottery Meeting.
-  Once a decision is made, the next number will be called and the process will begin again.
-  At the completion of selection, organization reps will speak with a Roadrunner Production member about:
  - Grill usage
  - Electrical needs & appliances
  - Food License Deposit Form

# Electricity

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## Equation

 Wattage (W)/Voltage (Volts) = Amperage (Amps)

Limited to a maximum of 1900 watts

 This is max for one or combination of two appliances.

Only 1 socket with 2 plugs per booth

Only 2 electrical items per booth

# Roadrunner Productions will Provide:

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 Tables (2)

 Chairs (2)

 Facilities

 Security (UTSA Police)

 Event Marketing

 Event cups in limited supply to organizations selling drinks.

 Booths

- Set-up/Tear-down

- Electricity

 Product Sign for the booth

 Bucket with spigot for hand washing

 Broom

 Bleach

 Fire Extinguisher

# Will Not Provide

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 Outdoor extension cords






 Trash bags

 Supplies for your booth

 Decorations for your booth

# Booth Decoration Contest

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-  The contest is its own tradition within a tradition
-  Creates creativity and unity within organization members
-  Judged by three people:
  - Roadrunner Productions members
  - One alumni judge
  - One student not a part of the organizations participating in the event
-  Decorations cannot be taped, stapled, glued, or any way damage the vinyl covering of the booths.
-  Decorations cannot cover booth signs prepared by Roadrunner Productions.

# Greenest Booth Criteria

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 Initiative for organizations to Recycle

 Judged by the Green Society








 Criteria include:

- Least Waste
- Cleanliness and Organization
- Decoration Materials
  - Re-useable
  - Multi-purpose

# Important Information to Remember

-  UTSA organizations must be in good standing and be considered one of the following:
  - Registered Student Organization
  - Sponsored Student Organization
  - Registered Faculty/Staff Organization
  
-  Must also be compliant with Risk Management Training requirements
  
-  The rulebook for BestFest will be uploaded to RowdyLink under the Roadrunner Productions documents tab by Friday, September 8, 2017.

# WRAP UP

-  Application available on **Monday, September 11<sup>th</sup> at 8 am**
  - Roadrunner Productions RowdyLink page, under Forms
-  Statements of Understanding will available under Documents on the Roadrunner Productions RowdyLink page
  - A signed copy will need to be submitted with the application
-  Complete applications due **Friday, September 15<sup>th</sup> at 4 pm**
-  Booth Payment Receipts due **Wednesday, September 20<sup>th</sup> at 11 am**
-  Food Booth Receipts due **Friday, September 22<sup>nd</sup> at 4 pm**
-  Deposit Forms will be available in the Roadrunner Productions office
-  Payments should be made at the Fiscal Services office in the JPL.

# BestFest Contact Info

For questions regarding BestFest,  
contact Roadrunner Productions

HUC 1.220

210-458-4727

[roadrunnerproductions@utsa.edu](mailto:roadrunnerproductions@utsa.edu)

# Questions

