

When doing food prep classes there are essential tools in presenting the information. This is a handy checklist to double check before, and in preparation of the demo. There are a few things that could be optional with table set up and service, depending on the types of food you will be sampling and offering your guests. Customize as needed.

PREP NEEDS (SMALL WARES AND EQUIPMENT)

*Double check your demo outline, recipes and materials to be covered to ensure all small wares explained, or used in recipes are available to you

- ☐ 2 Cutting boards, one to demo on, other to use as extra prep on side for assistant as needed
- ☐ Knives of preference
- ☐ Microplane zester
- ☐ Mandolin slicer
- ☐ Vita Mix with extra container
- ☐ Food Processor
- ☐ Excalibur Dehydrator (if doing raw demo)
- ☐ Electrical extension cords, power strip
- ☐ Measuring cups
- ☐ Measuring spoons
- ☐ Small cups or ramekins to portioned out spices
- ☐ 2 Rubber spatulas / 2 wooden spoons
- ☐ Mixing bowls of various sizes
- ☐ Several trays for organizing recipe ingredients
- ☐ Serving trays, to pass around samples
- ☐ Plastic wrap
- ☐ Eco friendly-dish soap
- ☐ Kitchen towels
- ☐ Chef Coat and Aprons

DEMO TABLE SET UP / AMBIANCE

- ☐ Table covers/cloths, if needed
- ☐ Garnishes, powders, infused oils edible flowers, fresh herbs, veggie roses ect.
- ☐ Large bowl of water with towel under for rinsing hands if hand sink is not accessible
- ☐ Serving utensils
- ☐ Small tasting cups/ plates
- ☐ Napkins, disposable utensils to pass with samples
- ☐ Recipe ingredients, triple check
- ☐ Finished product if dish takes many hours to chill, cook, dehydrate, sprout ect
- ☐ A minimum of 2 sponges or washcloths.
- ☐ Trash bucket
- ☐ Compost bucket, usually a 2 gallon bucket works well by your feet

BUFFET SET UP AND FOOD SERVICE

- ☐ Platters, serving dishes for samples in addition to trays if being used
- ☐ Plate ware for presenting dishes (triple check needs)
- ☐ Napkins
- ☐ Disposable cups for water and other beverages served
- ☐ Storage containers
- ☐ Teaching tools; flip board, above mirror
 - ☐ Recipe packets
 - ☐ All equipment to reference if not being used
 - ☐ Cookbooks to reference, as needed

MISCELLANEOUS, OPTIONAL ITEMS

- ☐ Music, if desired upon arrival, truly sets the tone
- ☐ Marketing tools
 - ☐ flyers of upcoming schedule/events and sign up sheets
 - ☐ brochures or other free handouts of additional services you offer
 - ☐ business cards
- ☐ Items for retail from store that you reference such as small gadgets, raw products, books, videos etc
- ☐ Sign up sheet for mailing list (or Ipad/computer to add on spreadsheet) for email addresses (This is a must to collect at every workshop)
- ☐ Flowers for demo table

**SET UP ALL DEMO TRAYS AND PLACE IN ORDER OF PRESENTING CLOSE BY ON SIDE TABLE OR SPEED RACK*