

Marquette Food Co-op Cooking Classes

General Background Information

The Marquette Food Co-op offers cooking classes all year round. All classes are taught by **volunteer** instructors who are well-versed in their area of expertise and are willing to offer their services to inspire others. We do offer \$20 gift cards for each class you teach to say thank you.

If instructors own a business related to the class they are teaching and would like to promote their business at the class, the Co-op encourages them to do so. However, instructors need to keep in mind that providing information, not selling a product or service, is the aim of the class.

Cooking classes are limited to 16 pre-paid participants and 2 staff volunteers who assist with prep and clean-up. Sometimes unregistered people show up unannounced. Refer unregistered guests to the Co-op employee in charge that evening. All participants should be made to feel welcome regardless of religion, race, gender, sexual orientation, dietary preferences, lifestyle choices, etc.

Sponsors: Marquette Food Co-op

Place: Marquette Food Co-op classroom

Time: Most classes begin at 5:30 pm and should wrap up between 7:30 or 8:00 pm. We prefer that classes are offered twice to allow more people to attend, though we understand this may not be possible with your schedule. You will receive a thank-you gift card per class you teach.

Cost: Class cost is determined by the Marquette Food Co-op with input from our guest instructor. It is based on estimated cost of ingredients needed.

Contact: Amanda Latvala, Education Coordinator, 225-0671 x727 • alatvala@marquettefood.coop

Instructor Guidelines

Four Weeks Prior to Class

- All recipes, handouts, or information must be turned into the Co-op **four weeks prior to class** for approval and to give us time to format and print. This is the minimum date. If you send even earlier, all the better! **We need a minimum of three recipes to be done at the class.** You can do more than that if it will fit in the designated time, and you can even share recipes that we don't make in the class, but we need at least three to make in the class itself.
- Make sure all recipes are tested ahead of time. Not all recipes turn out correctly when doubled or tripled. Recipes should not be sent until they have been tested.
- The Co-op reserves the right to make changes, though we will respect your intent. Email your content to alatvala@marquettefood.coop or drop off a legible copy to Amanda at the store.
- All recipes provided by the instructor, if not their own, must abide by copyright laws, citing all sources when appropriate. The Co-op reserves the right to use these recipes in any way they see fit. This includes, but is not limited to, social media, newsletters, website, and print material. The Co-op will always give credit to the recipe creator in any form of media that it is reproduced.

- You may be asked for your input on the title and description for your class. If you have an image or picture pertaining to your class that you would like to be used in advertisements, please e-mail it to us. We will provide you with an electronic PDF as well as a hard copy of the class flyer.
- The Co-op will provide all necessary ingredients (within reason) for the class recipes. All ingredients will be purchased at the Marquette Food Co-op unless they are unavailable. Submitting your ingredient list to Amanda four weeks ahead of time ensures all necessary ingredients can be accounted for and allows time for any special ordering. You may bring some items from home if you wish.
- Let Amanda know if you have any specific room set-up and/or audiovisual needs.

One Week Prior to Class

- Ensure you are comfortable with the flow of the class that was designed for you. Think about times there may be a pause. If something has to cook for 10 minutes, what kind of information will you share during this time?
- Please notify the Co-op of all individuals who will be assisting you with your class. While we provide all the staffing assistance you may need, we understand some instructors would like to have a spouse, partner, or friend who they enjoy working with act as their assistant.

Day of Class

- Eat a snack or meal before arriving (or bring a snack while we set-up). We usually don't eat until pretty late.
- Try to keep things moving along at a friendly pace.
- Please think carefully about your clothing for the class. **Long hair must be tied back.** Dress comfortably and in layers as the room can get quite warm. Avoid clothing with strings or sleeves that might drag in food. Please also avoid jewelry on your hands and arms that might get into food or could be forgotten if you have to take it off.

Suggested Class Format

Co-op staff are here to help you design your class from start to finish. We don't expect everyone to come in with teaching experience. Once we receive your recipes, we will communicate with you about the structure of the class. Below is some basic information about the class design we have found works well.

- Arriving at least 2 hours before your class to begin is best; at minimum you must arrive 1 hour before. Co-op staff will be onsite to help you set up your cooking stations. It is imperative that you help set up each station with the ingredients, pots, pans, utensils, etc. that will be needed to make the recipe(s) designated for that station prior to the class. This way you know where everything is and Amanda can set up the station to best suit you. The more prep work you do, the smoother and more efficient the class will be. Hint: Be sure to pre-heat ovens if necessary. *Again, Co-op staff will be there to do a lot of this work but will need input from you to ensure the stations are set up comfortably for you.*
- The front cooking station is used for demonstrations. It is best to have a class with at least one recipe that is hands-on for participants. Our evaluations show that people like a mix of demonstration and hands-on work. Once demonstration time is over, all three cooking stations are used for hands-on work by class attendees. The instructor and Co-op representative will then circulate around the room to assist participants.

- Gear your talk to the beginner as most in your class will be novices, but feel free to adjust as you go based on questions and ability levels that become evident. Explain any “strange” ingredients like kohlrabi or gochujang. Do not assume that everyone in the audience knows what you are talking about. Explain, explain, explain! Be sure to give your students a rundown of the agenda for the evening.
- Talk during your demonstration as much as you feel comfortable and be sure to explain everything that you are doing and why.
- Co-op staff will welcome everyone to the event and introduce you, then turn over leadership to you. They will assist as necessary throughout so don’t hesitate to ask for things.
- After everyone has served themselves, be sure to get some for yourself! You can bring Tupperware for bringing leftovers home. Though there is no guarantee there will be any, it is nice to be prepared.

Thank you for teaching a class for your Co-op!

I certify that I have read, understand, and agree to the parameters of teaching a class at the Marquette Food Coop.

Name: _____

Signature: _____

Date: _____