

# 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. 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. 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 6 p.m. and should wrap up between 8 and 8:30pm.

**Cost:** \$15 for Co-op owners and \$30 for the general public per class, subject to change depending on ingredients needed.

**Contact:** Ariella Hillary, Education Coordinator, 225-0671 x727 • ahillary@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.
- The Co-op reserves the right to make changes, though we will respect your intent. Email your content to ahillary@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

Ariella 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 Ariella know if you have any specific room set-up and/or audiovisual needs.

### One Week Prior to Class

- Make sure all recipes are tested ahead of time. Not all recipes turn out right when doubled or tripled. You should only use recipes you know will turn out correctly.
- Please notify the Co-op of all individuals who will be assisting you with your class. The Co-op can usually provide one or two people in addition to the Education Coordinator to assist you.

### 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.
- Please remember that as a presenter you are representing the Co-op to potential owners. Hint: The Co-op is "we," not "they."
- 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

Though it is completely up to you as to how you structure your cooking class, we have found the following format to work the best.

- Arriving at least 2 hours before your class to begin is best; at minimum you must arrive 1 hour before. Ariella 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 Ariella 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, Ariella 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.*
- Use the front cooking station for demonstration and set up the other two stations with various recipes. 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.
- 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 chard or kale that you may be using. 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.
- Demonstrate a recipe, technique, etc. at the front cooking station while people gather around to watch. Talk during your preparations, and be sure to explain everything that you are doing and why.

- Encourage people to sit down and visit while they eat. This is a good time to walk around and answer any questions that people may have.
- 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: \_\_\_\_\_