

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: All 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: Amanda Latvala, Education Coordinator, 225-0671, ext. 727 • alatvala@marquettefood.coop

Instructor Guidelines

Four Weeks Prior to Class

- All 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 alatvala@marquettefood.coop or drop off a legible copy to Sarah at the store. Please abide by copyright laws, citing all sources when appropriate.
- 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

- Make sure all recipes are tested ahead of time. You should only use recipes you know will turn out correctly. Participants will largely base their opinions about you and the Co-op on how the recipes taste.
- 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 to 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 arms that might drag in food. Please also avoid jewelry on your hands and arms that might get into food or you might forget if you have to take 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 is to begin is best, at minimum you must arrive 1 hour before. Amanda 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 go. Hint: Be sure to pre-heat ovens if necessary. *Again, Amanda 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.
- *Not all recipes turn out right when doubled or tripled. You may want to test them out at home first.*

- 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 eat 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 everyone for coming and encourage them to visit our Co-op.

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