

4-H Public Presentations Planning Worksheet

Guidelines for Food Demonstrations

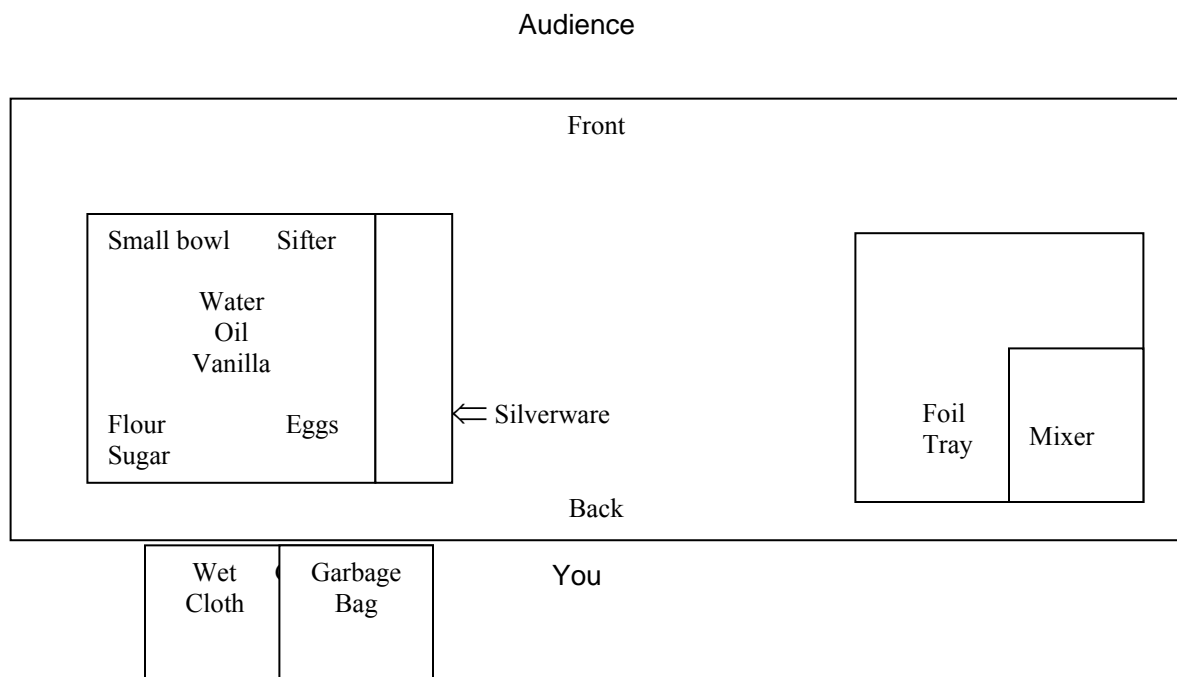
1. Long hair must be secured.
2. Presenter needs to actually measure at least two ingredients (1 dry, 1 liquid) during the presentation. All other ingredients must be pre-measured. Remember to share that these ingredients have been pre-measured and give the amount needed.
3. Use clear glass bowls.
4. If using a mixer, place a towel under the bowl to deaden the sound.
5. Keep talking while you mix. Include nutritional, storage, buying, or other information as well as "how to".
6. Before starting the presentation you must wash your hands. If there is no sink in the room, be sure to mention that you have just done so.
7. Wear clothes appropriate for the kitchen. Wear an apron. It is best if you wear short sleeves and no jewelry as you demonstrate.
8. Tape a paper bag to the table-put your garbage in it as you go along.
9. Bring a damp cloth or sponge; use it.
10. Don't leave the beater of the mixer to drip, unplug and put away.
11. Clean batter from a spoon or beater with taps on your hand or rubber scraper, not on the edge of the bowl.
12. Scrape bowls and jars completely with a rubber scraper.
13. Hold the mixing bowl towards the audience when scraping.
14. Bring extra eggs. Crack each into a separate cup, before adding to the mixture.
15. Label all ingredients-front and back.
16. Loosen or remove all lids before starting.
17. Cover your work area with wax paper or plastic wrap for the easiest clean up.
18. Arrange trays from tallest containers near you or the outer edge of the tray.
19. Use a cutting board if needed.
20. Grease pans ahead of time; use a pastry brush or spray, not your fingers.
21. Display your finished product after a brief clean up-keep it out of sight to build suspense.
22. Have copies of the recipe available for the audience.

23. You must wear food service gloves.

24. Please do not distribute food samples to the audience; however you may serve the Evaluators if requested.

Suggested Preparation for Demonstrations

First you will need two trays that measure about 13"X16" If you do not have trays, use cookie sheets. Place all of your ingredients and equipment on one tray and move them to the other tray when you are done using them. You can work either right to left or left to right.



At the presentation you will have a work area of about 3-4 feet on the table. Be prepared to work in this amount of space. Practice using this much space at home. Stand straight and tall and on both feet. This is one way your tray set up might look like. However, there is more than one way to establish the organization of your trays. The important point is to be sure there is an organization plan to your materials and your equipment and you are comfortable with that plan.