

**Lobby**

- Tables
- Programs
- Gift bags with Registration Cards

**Vendor Booth Area**

- Diagram
- Tables
- Pipe & draping
- Concession stands

**Volunteers/Staff**

- A/V technician
- Electrician
- Show hospitality person
- 5 – 6 ADULT assistants for recipe preparations (morning and evening)
- 2 – 3 ADULT assistants to unload and load Culinary Specialist's vehicle
- Emcee
- Photographer

**Miscellaneous**

- Duct tape
- Scotch tape
- Scissors



## HOW TO PLAN YOUR SHOW

# 1 Day Prior to Show

### Promotion/Marketing

- NEWSPAPER MEDIA:** Bundle 2 copies of the Taste of Home Cooking School “Special Section” and 2 copies of the full-page ad (if not part of “Special Section”) to give to Culinary Specialist OR upload a copy of each to the Taste of Home Cooking School FTP site (see “File Sharing Site Instructions” in the “National Sponsor Requirements” section of the Media Website).
- RADIO MEDIA:** Prepare affidavit of national sponsor spots run prior to Cooking School to give to Culinary Specialist OR upload to the Taste of Home Cooking School FTP site (see “File Sharing Site Instructions” in the “National Sponsor requirements” section of the Media Website).
- TELEVISION MEDIA:** Option #1: Prepare affidavit of national sponsor spots run prior to Cooking School to give to Culinary Specialist or Option #2: Prepare screen shot(s) of your Cooking School webpage that lists the national sponsor logos to give to Culinary Specialist. Alternatively, you can upload files to the Taste of Home Cooking School FTP site (see “File Sharing Site Instructions” in the “National Sponsor Requirements” section of the Media Website).
- NON-MEDIA EVENT PARTNERS:** Materials as agreed upon in the contract.
- Secure 1 completed gift bag to provide to the Culinary Specialist on show day.