



HOW TO PLAN YOUR SHOW

Day of Show

Morning of Show

Auditorium

- All appliances, groceries, six heavy-duty grounded, three-pronged extension cords, tables, onstage furnishings and shipped materials should be at auditorium prior to arrival of Culinary Specialist.
- Hookups for power must be complete upon arrival of the Culinary Specialist. There must be sufficient power to run all appliances at the same time.
- Locate trash containers and hot water source.
- Check seating arrangement, stage arrangement, and lobby entrances.
- Label Vendor Expo area so sponsors can easily find their booths. Check booths after set-up to ensure they are appropriate for all ages and in good taste.
- Stuff grocery bag door prizes (optional). Attractively arrange door prizes on stage without blocking Taste of Home signage.
- Hang signs, posters, banners, etc. For proper placement, see the "Show Integration Guidelines" within the "Local Business Sponsorships" section of the Media Website.
- Assist Culinary Specialist with setting up the stage and auditorium lighting, camera, sound and video system. (Auditorium lighting needs to be dimmed during show.)
- Have supplies such as scotch tape, masking tape, duct tape, garbage bags etc. available at auditorium.

Volunteers

- Ensure personnel for unloading Culinary Specialist's vehicle are available upon his/her arrival.
- Ensure five to six ADULT assistants are available to help with food preparation at the time specified by Culinary Specialist.
- Provide drinks in the morning and a light lunch at noon (e.g., pizza, sub sandwiches, etc.) for Culinary Specialist and helpers (optional).
- Have Emcee available to meet with the Culinary Specialist to discuss the Show Timeline and Emcee responsibilities.

Evening of Show

Auditorium

- Designate container, such as a raffle drum, for collecting registration cards for prize drawings.
- Complete final sound and lighting checks.
- Open doors at least 90 minutes prior to the start of the show, dependent on expected turnout. Have personnel at door to greet audience and hand out gift bags. Attendees must present a ticket to receive a gift bag.
- Arrange for personnel to collect registration cards and hand out door prizes. After collection, tear off bottom portion. Bottom portion should be used for drawings; give top portions to Culinary Specialist.
- Close booths during the recipe demonstrations. Background noise is distracting to the audience.

Volunteers

- Assign a hospitality person to aid Culinary Specialist in case of an emergency or help with disgruntled guests.
- Ensure availability of adult evening assistants, plus a dishwasher to arrive at specified time to assist Culinary Specialist with pre-show preparations and on-stage demonstrations.
- Ensure that photographer takes all required color photographs.
- Help Culinary Specialist tear down stage and video system immediately after the show.
- Clean up and pack Culinary Specialist's equipment.
- Load Culinary Specialist's vehicle. Strong backs are necessary.
- Ensure Culinary Specialist receives the following items prior to his/her departure:
 - One Cooking School event gift bag
 - Top half of registration cards
 - Samples of any printed publicity/promotional materials related to the Taste of Home Cooking School*
 - Newspaper Media: 2 copies of Taste of Home "Special Section" and 2 copies of the national sponsor full-page ad (if not part of "Special Section")*
 - Radio & Television Media: Affidavit listing number of spots run for each national sponsor and total number of promotional announcements*
 - Television Media: Screen shot of webpage that displays the national sponsor logos*

**Hard copies are not required if you upload files to the Taste of Home Cooking School FTP File Sharing site. If you plan to use the FTP site, simply notify your Culinary Specialist. For uploading*

instructions, please refer to the “File Sharing Site Instructions” within the “National Sponsor Requirements” section of the Media Website.