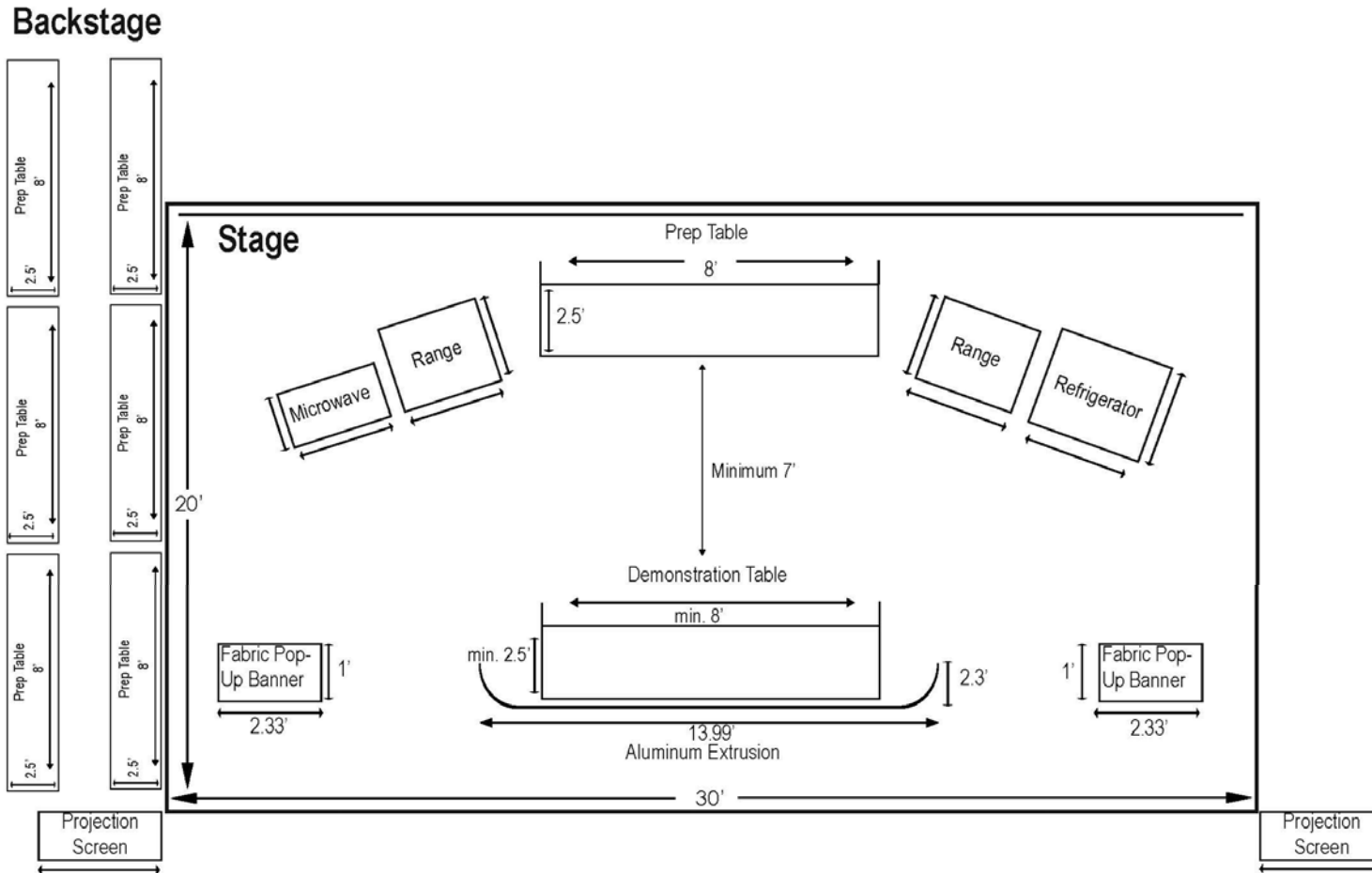




STAGE & VENUE REQUIREMENTS

Alternative Event Footprint





STAGE & VENUE REQUIREMENTS

Stage Set-Up

Pictured below, please find the ideal placement of the Taste of Home Cooking School signage.



In markets where locally sponsored cabinetry is used, the center panel of the Taste of Home signage should be placed in front of the emcee's podium or elsewhere on the stage, with good visual presentation.





STAGE & VENUE REQUIREMENTS

Event Footprint Requirements

We require a minimum size stage of 30' in length by 20' deep by 2' high. A height clearance of 10' is also required. Backstage work area enough to accommodate six 8' tables. Approximately 400 square feet is needed backstage.

Appliances

- 2 ranges, electric, 240-volt required
- 1 refrigerator
- 1 microwave oven

Tables

- Seven 8' work tables
- One 8' demonstration table (min 8' x 2.5') with surface in good condition
- 1 microwave cart (small table may be substituted)

Video Equipment

- 1-2 projectors with projections screens
 - Projection screens must be provided; television screens are not acceptable, and will not be supported
- Size and positioning (side of stage or behind demonstration table) to be determined by viewing ability in the back of the auditorium
- Culinary Specialist will provide camera and camera stand; VGA cables should be provided by the venue or a/v production company
 - If the projector is not compatible with VGA, discuss alternate solutions with Culinary Specialist in advance

Refuse Disposal

- 3 garbage canisters placed in the backstage area for food and product waste



STAGE & VENUE REQUIREMENTS

Event Footprint Requirements

Lighting

- The auditorium lights should be dimmed during the program but still allow attendees to read their magazines
- Spotlights or stage lighting should focus on the Culinary Specialist and the demonstration table
- Backstage prep area should have ample lighting

Water

- Hot running water is required for dishwashing, hand washing and food preparation
- If running water is not available, please see the alternative set-ups below:



Alternative Sink Arrangement



Alternative Hand Washing Station

Door Prizes

- Door Prizes should be displayed without blocking Taste of Home Cooking School or national sponsor brand assets
- If space allows, furniture may be added to the stage



STAGE & VENUE REQUIREMENTS

Audio & Video Requirements

Taste of Home has a proprietary video/audio system that travels with the Culinary Specialist to each show. The system includes all video presentation elements, two cameras, music and microphones.

The system has two parallel mic level outputs via XLR. A ground –lift is built directly onto the back panel of the rack. The main video output for the system is a 15pin Female VGA connection on the back panel. Also included with our system is a VGA to Composite Scan Converter with a BNC output. Two Distribution Amplifiers are also included within our system; One 1x2 VGA, and one 1x2 Composite.



Front Panel



Back Panel

As part of our requirements, please provide our team with the following:

1. 1 or 2 projectors and screens, large enough for the entire audience to view
2. A sound system capable of supplying adequate sound for the entire audience
3. 1 – 20amp Circuit
4. 1 – VGA Male Feed at our table on stage
5. 1 – Composite Video Feed at our table on stage (if VGA is not available)
6. 1 – XLR Female Mic Level Feed at our table on stage (this should feed the House PA system/mixer)



STAGE & VENUE REQUIREMENTS

Electrical Requirements

Electrical requirements for the Taste of Home Cooking School show include the following:

- Six (6), 110-120-volt, 15/20 amp circuits are required
- Two (2), 220-240 volt, 40/50 amp circuits are also required
- Six (6) grounded (three-pronged) extension cords

Each major appliance should have its own dedicated circuit and the A/V equipment also requires a dedicated circuit to minimize potential interference. Properly sized grounded extension cords in good condition should be provided.

The location requirements for 110/120 volt, 15/20 amp circuits are:

1. Refrigerator - located upstage and behind the demonstration table (see event footprint)
 - One 110-120 Volt, 15/20 amp circuit
2. Microwave - located upstage and behind the demonstration table (see event footprint)
(NOTE: some microwaves require a 20 amp circuit)
 - One 110-120 Volt, 15/20 amp circuit
3. Demonstration Table center - for Induction Cooktop (NOTE: this requires a 20 amp circuit. Check with your Culinary Specialist as to whether he/she will be using an Induction Cooktop)
 - One 110-120 Volt, 15/20 amp circuit
4. Demonstration Table left side - for small appliances
 - One 110-120 Volt, 15/20 amp circuit
5. Demonstration Table right side - for A/V equipment
 - One 110-120 Volt, 15/20 amp circuit
6. Prep area backstage
 - One 110-120 Volt, 15/20 amp circuit

The location requirement for the 220-240 volt, 40/50 amp circuits are two ranges - located upstage and behind the demonstration table (see event footprint).

- Two (2) 220-240 volt, 40/50 amp circuits are required to provide power to the electrical ranges (see event footprint for location)



STAGE & VENUE REQUIREMENTS

Electrical Requirements

Some venues may already have a 220/240V receptacle in the stage area while others will require temporary wiring to be run from a local electrical panel. In all cases this power supply should be set-up and verified by a qualified electrical or facility resource. **The electric stove provided can be supplied with either a 3 prong or 4 prong connection plug (pigtail) that is wired to the back of the stove. Please verify which type of connection will be provided at the facility and then notify the appliance supplier so they can attach the appropriate plug or pigtail to the back of the stove to match the receptacle at the facility.** It is much easier to match the pigtail to the facility's available connection.

In venues that do not have a 220/240V, 40/50 amp circuit, it may be necessary to either rent a generator to provide the necessary power, or use gas ranges that have been converted to use propane instead of natural gas.