

## **4-H Public Presentations Planning Worksheet**

### **Guidelines for Food Demonstrations**

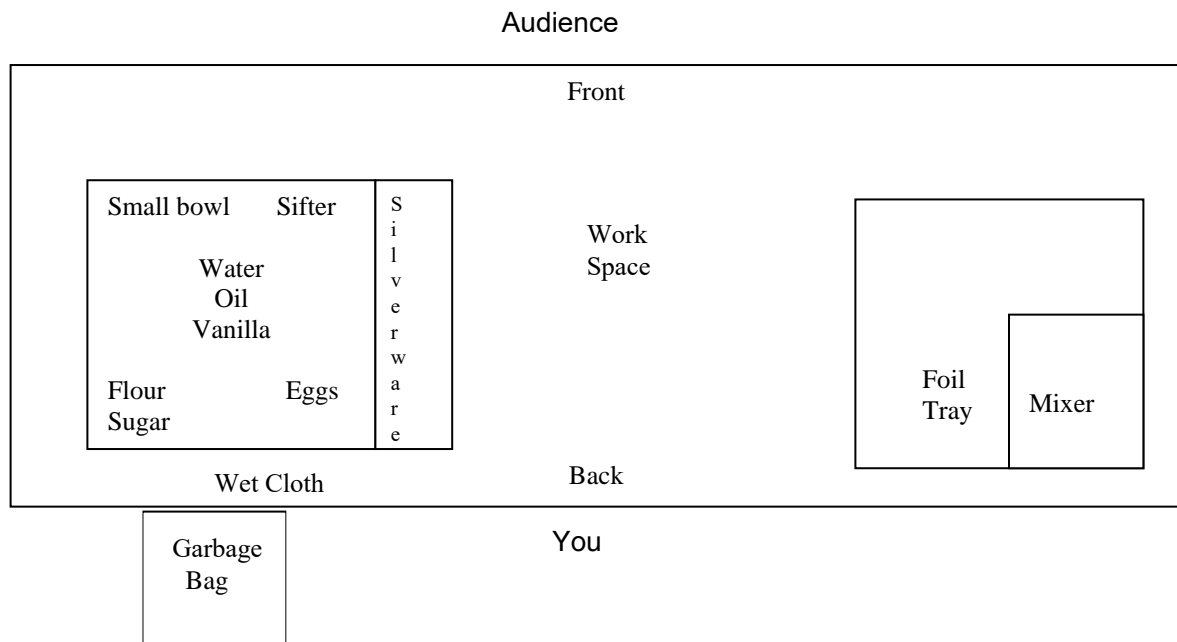
1. Long hair must be secured.
2. Before starting the presentation you must wash your hands, or state that you washed your hands before beginning your demonstration. Food service gloves may be worn during the presentation.
3. Wear clothes appropriate for the kitchen. Wear an apron. It is best if you wear short sleeves and no jewelry as you demonstrate.
4. Presenter needs to actually measure at least two ingredients (1 dry, 1 liquid) during the presentation. Use appropriate liquid measures to measure liquids, and dry measures to measure dry ingredients. Measuring spoons may be used for either. All other ingredients may be pre-measured. Remember to share that these ingredients have been pre-measured and give the amount needed.
5. Level flour, sugar etc., only with a flat spatula or knife.
6. Use clear glass bowls so the evaluators can see what you are doing. Use a bowl large enough for what you are making.
7. Scrape bowls and jars completely with a rubber scraper.
8. Hold the mixing bowl towards the audience when scraping.
9. If using a mixer, place a towel under the bowl to deaden the sound. Do not try to talk over the sound of the mixer.
10. Clean batter from a spoon or beater with taps on your hand or rubber scraper, not on the edge of the bowl (could damage a glass bowl and it also makes too much noise).
11. Don't leave the beater of the mixer to drip, unplug mixer, remove beaters and put to the side.
12. Keep talking while you mix by hand. Include nutritional, storage, buying, or other information as well as "how to".
13. Tape a paper bag to the table to put your garbage in as you go along.
14. Bring a damp cloth or sponge; use it for spills or to wipe off your hands (not on your apron or clothes).
15. Crack each with a knife into a separate cup, before adding to the mixture. Bring extra eggs in case you get pieces of shell in the cup, or accidentally drop one.
16. Remove or cover all commercial labels from ingredient containers. If pre-measured, place in clear plastic containers, and label all ingredients-front and back.
17. Loosen or remove all lids before starting.
18. Cover your work area with wax paper or plastic wrap for the easiest clean up.
19. Use a cutting board if needed.

20. Arrange the ingredients on your trays in the order that you will be using them. Try to keep the tallest items closest to you so the view from the audience will not be blocked.

22. Grease pans ahead of time; if doing during presentation, use a pastry brush or spray, not your fingers.

23. Have copies of the recipe available to the audience. Display your finished product after a brief clean up-keep it out of sight to build suspense.

24. Food products that are created during a demonstration can only be offered to the evaluators. Health restrictions prevent foods from being shared with the audience. If these foods are taken away from the presentation area, the presenter can then take personal responsibility for the sharing of the food items.



#### 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.

\* Adapted from Putnam County 4-H, 2008