



**Description:** Kitchen Prep events are hands-on demonstrations led by members or outside professionals with a particular culinary skill. This could range from learning how to make peanut brittle, observing a master mozzarella maker, learning how to make bread, how to prepare unusual fruits and veggies and what to use them in. The event can take place in a person's home or at another location.

The person organizing the event can be the demonstrator or a member of the Guild, with assistance from one of our program committee members.

The organizer will develop/identify the type of event and follow the list below

- 1) Determine the type of event, type of location (a person's home, commercial kitchen/establishment), what is needed-ingredients, supplies; how many people will attend; day and time, snow date, and other relevant details.
- 2) Determine a budget using the event information form. A CGNE program committee member can help you identify the actual costs and what the event cost to members and non-members will be. Some factors: cost of renting a location or including a small budget for hostess if using her own home.
- 3) Will this event be open to members and non-members? Identify price differential.
- 4) Write a short description of the event including any bios, web and social media links and send to communications person at least 4-6 weeks before the event if possible.
- 5) The CGNE communications person will link the newsletter email to a registration link so members/nonmembers can register.
- 6) Either the organizer or CGNE program member will coordinate the response and send follow up emails with any event information.
- 7) The organizer will stay in contact with the demonstrator for any last minute needs and/or assistance from the Guild.
- 8) We like to follow up our events with pictures and descriptions of the event for our website and to promote on social media. This helps us develop closer relationships with these culinary partners. A Guild member will help you coordinate this effort.