

MEBC COOKING DEMO INFORMATION SHEET

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DATE (INFORMATION SHEET)	Date:
COMPANY/CLIENT NAME	
COMPANY/CLIENT NOTES	
CONTACT NAME & CONTACT INFO	
COMPANY/CLIENT ADDRESS	
LOCATION OF COOKING DEMO	<input type="checkbox"/> On-Site <input type="checkbox"/> Other Location:
ANY ISSUES/CHALLENGES WITH CONDUCTING A COOKING DEMO AT THIS LOCATION?	Access to Facility? Smoke Alarms? Other?
ON-SITE KITCHEN EQUIPMENT	<input type="checkbox"/> Tables/Countertop <input type="checkbox"/> Sink (Large or Small) <input type="checkbox"/> Refrigerator/Freezer <input type="checkbox"/> Stove/Cooktop <input type="checkbox"/> Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher (available for use?) <input type="checkbox"/> Ice Maker <input type="checkbox"/> Large Trash Can(s) <input type="checkbox"/> Other:
DATE(S) & TIME(S) OF COOKING DEMO(S)	Date(s): Time(s):
TYPE OF DEMO REQUESTED	<input type="checkbox"/> Demo only <input type="checkbox"/> Demo with Samples <input type="checkbox"/> Demo as Meal: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Other:
DEMO NOTES	
MENU	
MENU NOTES	
ESTIMATED NUMBER OF PARTICIPANTS	
COST (FEES + TRAVEL) Prep/Set-Up: ~60 min for every 15-20 participants Cooking Demo: 60-90 min Breakdown/Clean-Up: ~45 min *times will vary depending on menu & number of participants	
COST (SUPPLIES - ESTIMATED) \$8-\$15 / person (min 10 participants) \$7-\$10 / person (15+ participants) *supply costs will vary depending on menu & number of participants	
SIGN-UP SHEET REQUIRED? Cut-off Date for Sign-up Sheet - 3 Days Prior to Demo	<input type="checkbox"/> Yes – <input type="checkbox"/> No    CUT-OFF DATE FOR SIGN-UP SHEET:
NUMBER PARTICIPANTS SIGNED UP	Date:                      Number of Participants:
INDICATE ALL PARTICIPANT FOOD ALLERGIES, FOOD INTOLERANCES & DIETARY RESTRICTIONS	<input type="checkbox"/> No Known Allergies <input type="checkbox"/> Gluten (and/or Wheat) Allergy <input type="checkbox"/> Fish and/or Seafood Allergy <input type="checkbox"/> Tree Nut Allergy <input type="checkbox"/> Legume (Soy and/or Peanut) Allergy <input type="checkbox"/> Dairy Allergy <input type="checkbox"/> Egg Allergy <input type="checkbox"/> Other Allergy/Intolerance:
REQUIRED SET-UP	<input type="checkbox"/> 6-Ft Tables (n=3) <input type="checkbox"/> Access to Power <input type="checkbox"/> Access to Water <input type="checkbox"/> Access to Refrigeration <input type="checkbox"/> Room to Prep prior to the Demo <input type="checkbox"/> Other:
REQUIRED TIMES*	Prep/Set-Up: ~60 min Cooking Demo: ~60 min Breakdown/Clean-Up: ~30-45 min *times will vary depending on menu & number of participants (estimate 1 hour Prep/Set-Up for every 20 participants)
NUMBER PARTICIPANTS IN ATTENDANCE	
SUPPLIES COST (RECEIPTS)	
SUPPLIES COST PER PARTICIPANT	
DIRECT INVOICE TO?	
ADDITIONAL NOTES	