

## Audio/Visual & Electrical

- Six (6) 110-120 volt, 15/20 amp circuits
- Two (2) 220-240 volt, 40/50 amp circuits
- 10 grounded (three-pronged) extension cords
- Sound system
- Microphone for emcee(s)
- 1 – 2 projectors and projection screens

## Stage

- Stage platform
- Dividers to separate backstage area from audience view, if curtains are not available
- Kitchen island counter or 1 eight-foot rectangular table (8' x 2.5')
- 1 eight-foot rectangular table (8' x 2.5') behind demonstration table
- 1 oven/range
- 1 microwave
- Microwave stand or table
- 1 refrigerator
- Podium for emcee
- Prize drawing container for Registration Cards
- Decorations (optional)
- Door Prizes

## Backstage

- 6+ eight-foot rectangular tables (8' x 2.5')
- Trash cans, trash bags
- Hot water source
- Groceries for recipe demonstrations
- Taste of Home Cooking School shipment boxes marked "Hold for Culinary Specialist"
- Ample lighting

## Lobby

- Tables
- Gift bags
- Registration Cards
- Programs

## Vendor Booth Area

- Diagram
- Electrical power, extension cords
- Vendor Booth tables and chairs
- Pipe & draping
- Concession stands
- Tables and chairs for attendees to rest and enjoy concessions

## Volunteers

- 2 – 3 strong adult show volunteers to unload and load Culinary Specialist's vehicle
- 5 – 6 adult show volunteers for recipe preparations (morning)
- 5 – 6 adult show volunteers for recipe preparations (evening)
- A/V & sound technician and A/V Requirements List
- Electrician and Electrical Requirements List
- Photographer and Photography Requirements List
- Emcee equipped with Show Timeline, Recommended TOH Talking Points, Local Sponsor Information
- 10 greeters/ticket collectors and Registration Card collectors
- 5+ prize runners to be stationed at the front of the stage during the show

## Miscellaneous

- Duct tape
- Scotch tape
- Scissors
- Sharpie markers
- Tacks



SHOW DAY

# Show Day Supplies & Equipment

## Information for Culinary Specialist

- Timeline for any VIP and/or promotional activities
- 1 gift bag
- Samples of any printed publicity/promotional materials\*
- 2 copies of newspaper special section (Newspaper Media)\*
- Affidavit of national sponsor spots(Radio & Television Media)\*
- Screenshot of website with National Sponsor logos (Television Media)\*
- Materials as agreed upon in contract (Non-media Event Partners)\*

\*Hard copies are not required if you upload your files to the Taste of Home Cooking School file transfer site. If you plan to send your files this way, simply notify your Culinary Specialist.