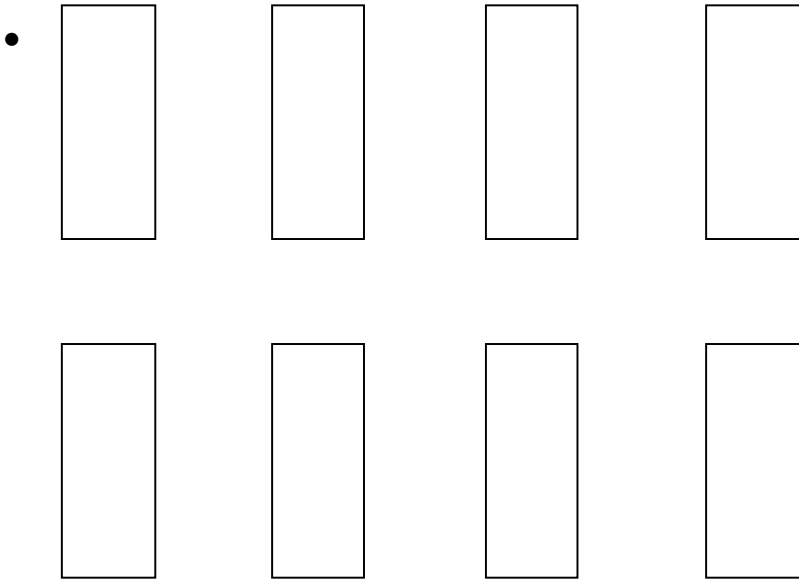


COOK NIGHT SET UP GUIDELINES

- Upon arrival: complete registration cards (checks are made out to SPPC) and place your cooler in the designated area on the south wall
- Set up 10 — 8 foot tables
(1 for each meal; use two together for recipes that require more than 10 ingredients or need more room to assemble ie: casseroles)



- Place Assembling instructions (large print of recipe) on each table for each recipe with cooking instruction labels. 3 ring binders with view cover and pockets are located on top of the green dbl. stove if not already on your table. Stand them up on the tables placing the instructions in the view pocket and the labels inside.
- Place paper (laminated if available) spoon rests with measuring spoon or cup for each ingredient in front of the ingredient
- Use a (dry erase if available) marker to label spoon rests for each ingredient exact measurement
- Attach recipes ordered “check off list” to table with a pen (pens are on registration table)
- **Check prep sheet** for duplicate ingredients indicated by an X or an O at the far right of each ingredient

- **AND** ingredients in the inventory column to be used first.
- Separate ingredients onto the tables per each recipe
 1. Most ingredients will be available for you to take to your table at the open counter window unless being prepped or in a refrigerator.
 2. For duplicate spices check how much you will need to fill all recipe orders listed under **Amt. need in Cups** then use containers provided (usually disposable cups) to separate
 3. For larger duplicate items, such as cans, check chart for correct measurement per container (located on the side of the white refrigerator) and separate between tables.
 4. For prepped duplicate items, such as chopped onions or green peppers, check amount needed for each table and separate into large bowls. (may need to place these tables next to each other incase one runs out)
- Set items up in order of assembly
- Only open the amount of containers needed to fill each recipe ordered and place the additional ingredients under the table.
- All can lids should be placed in the 13 gal. recycling bins.
- Place all necessary utensils on the table to help with assembly

*Examples: (should be placed on open window counter for all to use and reduce kitchen congestion)

Measuring cups and spoons for each ingredient – in baking goods cupboard

Mixing bowls - under small kitchen island on 1st shelf

Large serving spoons – Drawer on large island facing the sink

Rubber spatulas for soup cans – drawer on large island facing stove

Large glass measuring cup for melting butter - in “baking goods” cupboard above double sink

Paper towels – in back storage area of kitchen

Recycling cart if recipe has a lot of cans - under open window counter

- Prep total cups required of each ingredient for number of recipes ordered. If someone is already prepping the ingredients needed, please help them finish.
- When prep and set-up are complete, return prep sheet to the table and ask Amy to check it.
- Gloves are located on the registration table.
- **If you bring your meat still in the packages, please remove /prep it in the kitchen to avoid cross contamination**
- Assemble your meals