



Planning Guide

IN-PERSON DEMONSTRATION

➤ LEARN. BAKE. SHARE <



Introduction

In-Person demonstrations are for groups of 70 or more students in grades 4 to 7. When we travel to teach in person, we visit several schools in an area over a few days. We are much more likely to make a trip to your school if multiple schools in your area participate, so reach out to nearby colleagues and encourage them to apply.

Please note, we receive applications from more schools than we can visit. If we cannot visit your school in person at this time, a Virtual Demonstration is a great alternative.

After receiving your application, a BFG Instructor will contact you via email to schedule an interview to review program logistics, and see if the program is a good fit for your school. During busy times of the year, it may take 2 to 3 weeks for an instructor to respond to your application. If you do not hear from us, make sure to check your junk/spam — our emails frequently get filtered into that location.

Once all program details are finalized, you will receive an email confirmation containing these details and additional support materials.

This presentation will take approximately 50 minutes; please hold one hour to accommodate questions and late starts. The best days to host the program are Mondays to Thursdays. We discourage hosting the program on Friday afternoons or half days, as students are focused on the upcoming weekend or their afternoon off. We recommend avoiding having students bake over holidays or school breaks as it may be difficult to fit it in with any travel or family commitments.

All programs must be confirmed at least 30 days before the program date.



Flour Materials and Baking Kits

Each student receives a Baking Kit to bake their bread at home. One recipe makes 2 loaves, 36 small, or 24 large rolls.

THE BAKING KIT INCLUDES:

- ☐ 2 lb. bag Golden Whole Wheat Flour
- ☐ 2 lb. bag All-Purpose Flour
- ☐ Recipe booklet
- ☐ 1 packet of yeast
- ☐ Bowl scraper
- ☐ Bread bag
- ☐ Canvas tote



SHIPPING

We ship flour and materials to your school 1-2 weeks before the program date. Flour will be shipped via freight truck in shrink wrapped cases of 12, large orders will arrive on a 40' x 48' pallet. We do NOT receive any tracking information for flour. We do ask the freight company to call the school to schedule delivery, but we cannot guarantee that they will.

All other materials will be shipped to your school via FedEx. When those materials leave the warehouse, you will receive email shipping notice. There will be one email per box, each box has its own tracking number.

IMPORTANT

Notify your custodial staff and front office staff of the deliveries and make sure they are prepared to receive them. If the delivery is turned away, we are charged a fee, and you may not receive your materials in time.

ASSEMBLING BAKING KITS

You assemble the kits! When supplies arrive, open the boxes right away and count everything to be sure you have enough. If anything is missing, reach out to us immediately. Students should take them home the day of the program, not earlier.

Tip: Students love to assemble the baking kits, so don't hesitate to involve them in the fun!

GLUTEN-FREE?

For students with gluten sensitivities, we provide gluten-free baking supplies upon request. Your school nurse can help determine how many students will need gluten-free materials.



Set-up and AV Needs

YOUR SCHOOL PROVIDES AND SETS UP:

- Two 6' or 8' rectangular tables
- TV/Smart Board or LCD projector and screen
- Wastebasket
- One Baking Kit for demo use

WE PROVIDE:

- Tools and ingredients for the demo
- Video camera, tripod, and cords
- Sound system and microphone

During the demonstration, a video camera projects a live closeup of what is happening on the presentation table, just like a cooking show. Ideally, the instructor is close to the students, so they can walk around and interact with them during the demonstration. The gym, cafeteria, multi-purpose room, or auditorium space are all excellent possibilities. While students want to watch the instructor at the demonstration table, it is important that each student has a clear view of the screen and that the image is of good quality.

Please consult with your AV/Tech staff person to confirm you can meet these AV needs before you apply.

A **Smart Board** or **large TV** offers the highest quality image. We will plug our video equipment directly into the Smart Board or TV- **NO COMPUTER NEEDED**. If you plan to use an LCD projector, having a room with window shades/dimmable lights is a plus to enhance video quality.

CEILING MOUNTED PROJECTOR

If you have a ceiling-mounted projector, please inform us ahead of time. Find the location of the projector's input jack relative to the demonstration table to ensure it is within reach. We bring about 20 ft of HDMI cords, if our camera cords cannot reach the input jack, we cannot use the ceiling projector.

IMPORTANT

Your instructor will arrive about 45 minutes in advance to set up for the demonstration. It will take them 45 minutes to set up, so please have the table, TV, and other set-up needs ready when they arrive.



Ceiling Mounted Projector



Junction Box

Student Baking Assistants

Please choose two students to help out during the demonstration. These students do not need to be bakers but should be mature enough to feel comfortable in front of their peers and follow instructions. These students will be at the demonstration table for the full presentation, learning how to measure ingredients, knead, and shape dough. We will meet with these students 15 minutes before the demonstration begins to explain their role and what to expect.



Sharing

Sharing is an important part of the program. Each recipe makes 2 things (loaves or rolls), one for the students to have at home with their families, and one other to share. Deciding how and with whom to share should be a thoughtful process. Here are some ideas:

- A local food pantry (call in advanced)
- Your district's Backpack Program
- Soup kitchens or community dinners
- A friend or family that has been ill or feeling down
- A thank you to someone who went out of their way to help

Students can write a short reflection about sharing their bread by responding to the prompt:
Whom did you share your bread with and why did you pick that person?



Helpful Checklist

PLAN AND APPLY:

- ☐ Obtain approval/support from administration/faculty to host the program
- ☐ Review assembly set-up requirements with your AV support and confirm you have the required equipment (TV or projector and screen).
- ☐ Decide how your students will share their bread.
- ☐ Submit application.

2 WEEKS BEFORE THE PROGRAM:

- ☐ Test that all the AV equipment is working (projectors, cords, etc.)
- ☐ Supplies will be arriving soon. Alert front office and custodial staff to expect the delivery (if a delivery is turned away from a school, we are charged a large fee).
- ☐ Open all boxes, count supplies right away. Let us know if anything is missing.

WEEK BEFORE:

- ☐ Assemble baking kits. Tip: students love to help put kits together!
- ☐ Select two students (per assembly) to assist the instructor. Confirm these students have permission to be photographed.
- ☐ Talk/email with the BFG Instructor to review details.
- ☐ Confirm any last-minute logistics at school.
- ☐ Send "Letter for Home" to parents/guardians.
- ☐ Designate someone to introduce the instructor at the assembly.

DAY OF THE DEMONSTRATION:

- ☐ Make sure the tables, AV equipment, Baking Kit for the demo, and a small waste basket are set up and ready before the instructor arrives.
- ☐ Greet and assist the instructor.
- ☐ Have an A/V or Tech Person check in with the instructor 30 minutes before the presentation.
- ☐ Bring student assistants to meet with the instructor 15 minutes before assembly starts.
- ☐ Coordinate with teachers to distribute baking kits to students at the end of the day.
- ☐ Review expectations with students for sharing their bread, including any follow-up assignments, such as writing reflections or photos.

AFTER THE DEMONSTRATION:

- ☐ Check in with students about baking and sharing their bread.
- ☐ Let us know how it went! Email us with any pictures and stories you'd like to share. We love to hear from you!

