



IN-PERSON DEMONSTRATION

Planning Guide

> LEARN. BAKE. SHARE <



Introduction

An in-person demonstration is available for groups of more than 50 students, grades 4 to 7. When we travel, we visit several schools in an area over a few days. Ask colleagues at other schools if they'd like to host and encourage them to apply. This makes our decision to visit your schools more likely.

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

After the details and dates for the programs are finalized, you'll be sent an email confirmation containing information about your program's date, time, and additional support materials.

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

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

When is the best time for the demonstration?

During the week, Monday to Thursday, are the best times to host the program. We do not teach on Friday afternoons or half days, as students are focused on the upcoming weekend or their afternoon off. Additionally, 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.



Flour Materials and Baking Kits

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

THE BAKING KIT INCLUDES:

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



SHIPPING

- We ship flour and materials to your school five to seven business days before the program date.
- Large orders, weighing over 250 lbs., will arrive via freight truck on a 40" x 48" pallet.
- We do NOT receive any tracking information for these larger orders. We do ask the freight company to call the school to schedule delivery.
- Smaller orders (less than 250 lbs.) will be shipped via FedEx to your front office. Upon shipment, you'll receive an email confirmation containing tracking information for each box. Please note that multiple boxes may be delivered separately.
- **IMPORTANT!!** Alert your custodial staff and front office to expect deliveries.

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 any component is missing, reach out to us immediately.

Tip: students love being part of the assembly process, so don't hesitate to involve them in the fun!

Students should take their kits home the day of the program, not earlier.



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 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 close-up 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.

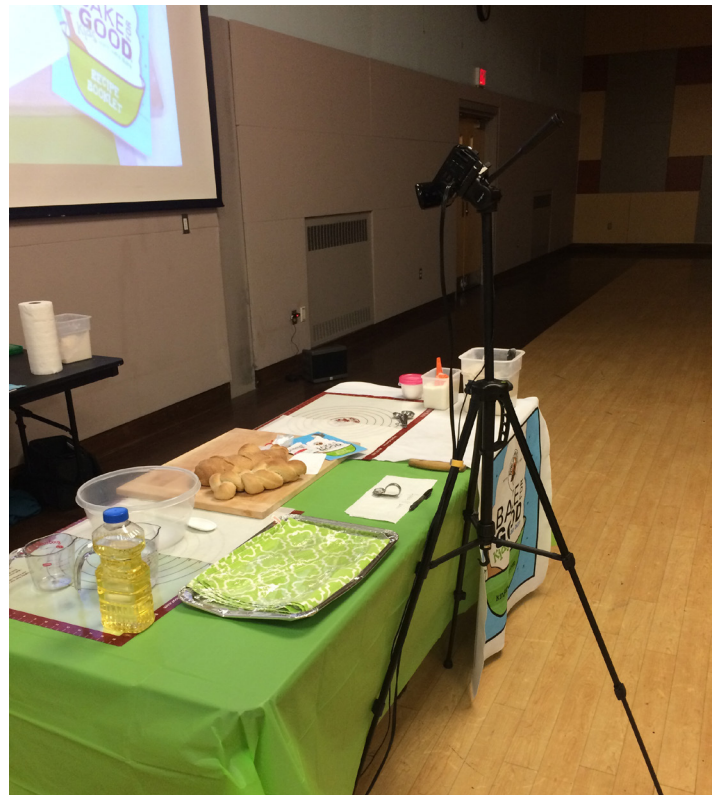
- A **Smart Board** or **large TV** offers the highest quality image.
- We will plug our video equipment directly into the Smart Board or TV- **NO COMPUTER NEEDED.**
- If you plan to use an LCD projector, having a room with window shades/dimmable lights is a plus to enhance video quality.

CEILING MOUNTED PROJECTOR

If you plan to use a ceiling-mounted projector, please inform us ahead of time. We will need to coordinate with your technical support to check the location of the projector's input jack relative to the demonstration table. While we bring our own HDMI cables, their length is limited. If the camera cords cannot reach the input jack of the ceiling-mounted projector, we will be unable to use it.

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 assist with baking during the demonstration. They don't necessarily need baking experience but should be mature enough to feel comfortable in front of their peers and follow instructions. We will meet with these students 15 minutes before the demonstration begins to explain their role and what to expect.



Sharing

Bake for Good is a fun and engaging program. It's also a science and math lesson, and a community service project. Sharing is an important part of the program. Students can share their bread in a few ways.

- > Students can bring a loaf of bread back to school the Monday after the program, and the school can donate that bread to a local food shelf.
- > Students can share as an act of kindness with someone in their community who needs cheering up, or as a thank you.

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 and 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.
- ☐ Bring student assistants to meet with the instructor 15 minutes before assembly starts.
- ☐ Students take kits home on the day of the program.
- ☐ Remind students how they will share their bread and any follow-up assignments (photos, writing, etc.)
- ☐ Let us know how it went! Email us with any pictures and stories you'd like to share. We love to hear from you!

