

# Private Cooking Class How-To Guide

Are you looking to host a private cooking class at Harmony Co-op? Let us help you get started so that your class is scheduled, organized, and successful. We have about 20 years of implementing cooking classes under our belt, and here are the main moving parts when planning for an event. It is vital to communicate with the chef and your team on all of these questions so that your class runs smoothly. We are delighted that you have chosen Harmony's Community Kitchen for your venue! Please remember that all of the planning details for this private event are in your organization's purview.

## Introductory Planning:

1. What is the topic of the class?
  - a. Example: Italian Cooking, Salves and Balms, etc.
2. Who is going to teach the class?
3. When will the class take place?
  - a. Start Time and End Time (Harmony's Community Kitchen is available for use between 8 a.m. and 8 p.m.)
  - b. Date
4. Will there be a cost for participants?
  - a. If there is a cost for participants, Harmony Co-op will need to know how you plan on collecting payment. We have the capacity to accept payments, but please communicate needs to Rachel Munson at [harmonycoopcs@gmail.com](mailto:harmonycoopcs@gmail.com).
5. How will you advertise for your class?

## Community Kitchen Rental:

1. How much prep time in Harmony's Community Kitchen will the chef need?
  - a. Often times, chefs/instructors will arrive early to prepare some components of the class ahead of time. Please let us know how much time the chef will need to prepare for the class so we can 1) ensure that the Community Kitchen is available and 2) secure the rental cost.
2. Who will reserve the Harmony Co-op Community Kitchen for the appropriate class date and time? We recommend reserving the space one-month in advance.
  - a. To reserve the kitchen at Harmony Co-op, email Lisa Weiskopf at [harmonycoopproduce@gmail.com](mailto:harmonycoopproduce@gmail.com).
3. Who will receive the Community Kitchen orientation and equipment inventory with Lisa Weiskopf?
  - a. It is of great importance that the chef/instructor has a familiarity with the kitchen and has the equipment on hand that they need to successfully teach a class. We recommend this orientation occur at least a week in advance of the class date so

that the chef/instructor has the opportunity to secure equipment that we may not have.

4. How will you pay for renting the Community Kitchen?

**Instructor Compensation:** While Harmony Co-op can supply you with a resource list of possible chefs/instructors to contract, it is your responsibility to negotiate compensation and dates and times with them directly.

1. Does the chef/instructor require compensation?
2. How are you going to compensate the chef/instructor?

**Ingredient Sourcing:**

1. Who will buy the ingredients for the class?
  - a. A member of your organization?
  - b. The chef/instructor?
2. How will you pay for the ingredients of the class?
  - a. Purchasing gift cards in advance is a great option.