



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. 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.

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

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.

EACH KID WILL RECEIVE:

- > 2-lb Golden Wheat Flour
- > 2-lb All-Purpose Flour
- > Dough scraper
- > Red Star Platinum yeast packet
- > BFG recipe booklet
- > Plastic bread donation bag
- > Canvas tote bag

SHIPPING AND SUPPLIES

- > We ship flour and materials to your school seven to ten business days before the program date.
- > Large orders of flour (a program with more than 60 students) will arrive via freight truck on a 40" x 48" pallet.
- > We ask the freight company to call the school in advance to schedule delivery.
- > Important! Alert your custodial staff and front office to expect the deliveries.
- > Other items (recipe booklets, yeast, small orders of flour, etc.) will arrive via FedEx at your front office. You will receive an email notification with tracking information when the supplies are shipped. You will receive one shipping confirmation per box. You may receive multiple boxes.

ASSEMBLING BAKING KITS

You assemble the Baking Kits. Please open the boxes right when they arrive and count the materials to be sure you have everything. If something is missing, contact us ASAP.

Students love to help assemble the kits! We recommend that students take kits home on the day of the assembly, not earlier.

GLUTEN-FREE?

We provide gluten-free baking supplies for students who need them. Please let us know beforehand so we can ship them with the rest of your materials. (Note: Your school nurse is a great resource to help determine how many students are gluten-free.)



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.**

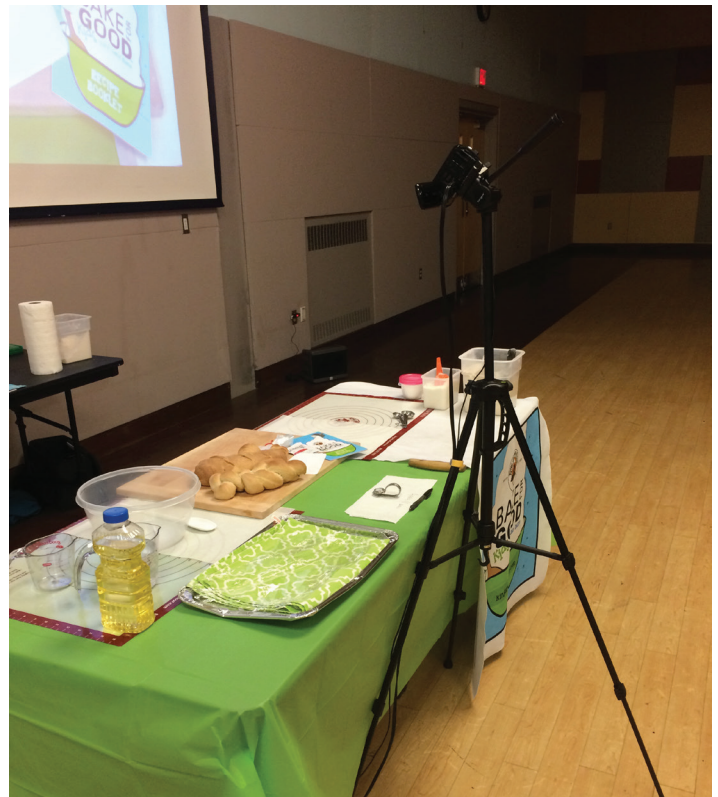
- > If you plan to use an LCD projector, having a room with window shades/dimmable lights is a plus to enhance video quality.

CEILING MOUNTED PROJECTOR

If you are using a ceiling-mounted projector, please let us know in advance. We may need to speak with your tech person to determine where the input jack for the projector is in relation to where the demonstration table will be. We bring our own HDMI and RCA cables, but the length is limited. **We cannot use the overhead projector if our cords cannot reach the input jack.**

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 pick two students who will be our assistants during the demonstration. They do not need to be bakers, but they do need to be mature enough to be comfortable in front of their peers and follow instructions. We meet with these students 15 minutes before the program begins so they know what to expect and be prepared.



Did Your Students Bake?

Bake for Good is a fun and engaging program. It is also a science and math lesson and a community service project. Having selected your school to receive flour and materials, we want to know if your students baked. Here are ideas for your students to share their experiences.

- Students can share a photo of their baked goods and/or with whom they shared their bread.
- Students can write a short reflection about sharing their bread as an act of kindness by responding to the writing prompt; **Whom did you share your bread with, and why did you pick that person?**



Helpful Checklist

PLAN AND APPLY:

- Ready Planning Guide carefully.
- Obtain approval/support from administration/faculty to host the program and review assembly set-up requirements with your AV support and confirm you have the required equipment (TV or projector and screen).
- Submit application.

2 TO 3 WEEKS BEFORE THE PROGRAM:

- Test that all the AV equipment is working (projectors, cords, etc.)
- Prepare for flour and materials arrival – alert the front office and custodial staff to expect deliveries.
- Assemble baking kits and plan for distribution to students (students love to help put kits together).

WEEK BEFORE:

- Select two students (per assembly) to assist the instructor (confirm these students have permission to be photographed).
- Talk/email with the 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.

AFTER THE DEMONSTRATION:

- 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! Please send us pictures and stories.
- Share the experience on social media #kingarthurbaking

