Checklist to Host a Food Preservation Workshop

- Establish your Food Preservation Workshop Committee.
- **Establish county location.** (if Multi-County, choose most suitable location based on proximity to other cities, facilities, participation in past events and ease of transportation.)
- **Establish facility location.** Choose a facility with meeting area large enough for crowd plus cooking demonstrations (e.g., a church or school with kitchen facilities for demonstration and food preparation). Consider also number of possible participants per kitchen site.
- **Set up budget.** Consider costs for the facility, sound/video equipment, cooking demonstration supplies, binders, paper, copies, etc.
- **Decide on date & fees** (e.g., $25/participant). Set registration deadline and maximum number of participants.
- **Decide on topics, speakers/presenters, products.** What type of preservation? ie. water bath, pressure canning, freezing, dehydration. Product(s): jelly, jam, salsa, pickled item, vegetables, etc.
- **Design/Create flyers, brochures, window posters.** Distribute to all participating Extension offices, Extension programs/groups, agent newsletters, and posted on Extension websites.
- **Recruit Volunteers.** Consider Master Gardener Volunteers, older 4-H members, and others with food preparation experience.
- **Promote event** through media outlets (newspaper, radio, TV).
- **Solicit door prizes/coupons.** Ask Ball/Kerr, Mrs. Wages or other companies if they would like to provide a door prize or coupon, which is free advertising for them. (Ball – [http://www.freshpreserving.com](http://www.freshpreserving.com), Jarden Home Brands (Ball,Kerr, Alltrista) – [http://www.homecanning.com](http://www.homecanning.com) and Mrs. Wages – [http://www.mrswages.com](http://www.mrswages.com))
- **Create participant binders** Include the agenda, power points, recipes, handouts, etc.
- **Refreshments.** Drinks, snacks