



# How To Book a Teaching Kitchen

<b>Booking Protocol:</b>	Reach out to Jackson Mabon ( <a href="mailto:jmabon@elon.edu">jmabon@elon.edu</a> ) our Assistant Director of Academic-Residential Partnerships for Dining Engagement to get this process started
<b>Locations:</b>	To be booked by Class Liaison through 25 Live and confirmed with Catering. <ul style="list-style-type: none"><li>• McEwen Engagement Space - for more than 12 attendees</li><li>• LaRose Kitchen - 10-12 attendees</li><li>• El Centro Kitchen - 10-12 attendees</li></ul>
<b>Teaching Kitchen Ideas:</b>	<ul style="list-style-type: none"><li>• Charcuterie Board building class-Teaching how to build amazing charcuterie boards, with local NC cheeses and cured meats</li><li>• Gourmet cookie and decorating class- Pastry chef led, flood cookies</li><li>• Mason Jar Rice noodle class- Assembling meal prep jars while educating about sustainability</li><li>• Fish Taco class- Building a fish taco with raw products to finished with salsas included</li><li>• Hot sauce making class</li><li>• Gingerbread Acorn class- Making, Baking, and decorating with pastry chef</li><li>• Bagel Making Class- Must be done in McEwen Engagement Space</li><li>• Falafel- fillings, toppings, sauces</li><li>• Blintzes- Fillings and Toppers</li><li>• Pasta making class- Scratch made pasta, and sauce class</li></ul>
<b>Time Frame:</b>	<ul style="list-style-type: none"><li>• Smart Sheet request through Elon Dining with the information listed above minimum of a month out</li><li>• Teaching Kitchens are planned out for a 2-hour time period for the class so plan accordingly with your guests</li><li>• Arrive 5 minutes before to insure hand washing and sanitation for food preparation is complete</li></ul>
<b>Booking:</b>	<ul style="list-style-type: none"><li>• Once approved-client must reach out to Kwanza Rone <a href="mailto:rone-kwanza@harvesttableculinary.com">rone-kwanza@harvesttableculinary.com</a> (our booking for events on campus) to book out in catertrax to hold the date and for bill payment through check or budget code- payment must be received within 48 hours and if paying by budget code, that code must be identified beforehand and confirmed</li><li>• Fee is 25\$ per attendee ( fee will be adjusted if additional stipulations need to be met) to include all products for the teaching kitchen, equipment for instruction and 1 to 2 Chefs (depending on class size) for guidance and education</li></ul>