

Public Presentation Preparation

Helpful Hints for Making Good Posters

The main purpose of a poster or chart is to make it easier for your audience to understand your topic. Use a chart, picture or graph to help explain your topic. A poster is useful when you want your audience to remember important facts or steps.

1. Use dark letters on white or light-colored paper.
2. Make sure everything is large enough to see from the back row of a room.
3. Make your poster in pencil first, then trace over the lines or letters with a dark marker.
4. Use a ruler to keep your letters straight.
5. Make your poster neat and easy to read.
6. Do not put too much information on one poster or chart.

General Rules and Helpful Hints for Food Demonstrations

1. Long hair must be secured.
2. Wear clothes appropriate for the kitchen. Wear an apron. Shorts sleeves and no jewelry recommended.
3. For easy clean-up, you may cover your area with wax paper or plastic wrap.
4. Have all ingredients labeled front and back (cover over brand names).
5. Loosen or remove all lids before starting.
6. Grease pans ahead of time; use pastry brush or spray, not your fingers.
7. Break extra eggs. Crack each egg into a separate cup before adding to mixture.
8. Clear glass bowls are preferred.
9. Bring a damp cloth or sponge to use.
10. If using a mixer/appliance, place a towel underneath to help deaden the sound.
11. Tape a bag to your demonstration table to put your garbage in as you go along.
12. Before starting the presentation wash your hands (or sanitize if sink not available.)
13. Wearing food service gloves is required if serving food or working with raw food.
14. Use cutting board if needed.
15. Presenter should actually measure at least two ingredients (1 dry, 1 liquid) during the presentation. All other ingredients must be pre-measured. Remember to announce that these have been pre-measured and the amount needed.
16. Try to continue talking while you mix. You may include nutritional, storage, and buying information as well as "how to" instructions.
17. Hold the mixing bowl towards the audience while scraping.
18. Scrape bowls and jars completely with a rubber scraper.
19. Don't leave the beater of the mixer to drip. Please unplug and put away.
20. Clean batter from a spoon or beater with taps on your hand or rubber scraper, not on the edge of the bowl.
21. Display your finished product after a brief clean up. Keep it out of sight to build suspense.
22. Have copies of the recipe available for the audience. You may also offer samples.