



Virtual Cooking Demo Checklist for the Registered Dietitian

In-Advance Preparation:

- Select the date
- Select the recipe
- Assign creation of the flyer
- Review flyer
- Distribute flyer
- Assign researching information
- Review information
- Assign recipe card
- Review recipe card
- Watch past demos

1-2 Days Before Demo:

- Write the recipe
- Write announcement points
- Make a shopping list
- Purchase ingredients
- Remove clutter in your background
- Do a rehearsal - practice positioning, background, lighting, WiFi, etc.
- Do a test run
- Take photos of the final product to add to the recipe card

Morning of Demo:

- Charge all devices being used
- Organize kitchen
- Prep ingredients and set out nonperishables
- Set up devices containing cameras, adjust positioning
- Disable sound notifications
- Prevent audio feedback/echo
- Set out perishable ingredients
- Log into the Zoom meeting early

This document is supplemental to the Virtual Cooking Demo Videos. Please reference the videos for further details.

Conducting the Demo:

- Be mindful of self
- Tell moderator to initiate recording
- Introduce staff
- Give credit to others
- Save the date
- Announce other services
- Moderator announcement
- Introduce the recipe
- Reminder: Wash hands
- Pause for questions
- Address the why
- Define recipe terms
- Hold up the ingredients throughout the demo

Wrapping up the recording.

- Save the date
- Recipe ideas
- Other services
- ACL credit
- Live interaction
- Goodbyes

Post-Cooking Demo Tasks:

- Clean up
- Export attendance report
- Distribute the recording
- Lessons learned