

Virtual Cooking Demo Checklist for the Moderator

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

| n-Advance Preparation: | Conducting the Demo: |
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| Create a Zoom event (as a recurring meeting) Select desired Zoom settings Prepare a flyer Research information on the recipe Prepare the recipe card Manage attendance Practice pronunciation Watch past demos | Take notes Attendance Two cameras Recording reminder Live transcript Recipe card plus recording Request for feedback and pictures Start recording Display the flyer Accessing past demos Monitor the chat Screenshots End recording |
| Recipe card upload Other materials | Attendance Shout-outs Recipe card plus recording How to unmute How to raise hands |
| Morning of Demo: | |
| Log into Zoom early Enable Closed Captioning Select other staff to co-host Mute audio for all who are not presenting Spotlight Play instrumental music Remove the waiting room | Post-Cooking Demo Tasks: Save the recording Upload cooking demo items Upload to YouTube and share Export attendance report Update cooking demo library |

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