

Virtual Cooking Demo Checklist

- Determine the space(s) you will use for the demo. Pay attention to lighting, outlets, sounds, and the location of the sink, outlets, stovetop, oven, etc.). Identify A/V needs.
- Select and try recipe(s). Plan how you will use your demo time, especially if making multiple recipes (order of steps, what you will prep in advance, whether you need to make a recipe in advance to show at the end of the demo, etc.).
- Recruit a filming assistant, if possible.
- Practice for demo.

- Set up video station(s). Secure equipment as needed. Choose one microphone and speaker and mute the others. Make sure viewers will be able to see what you are doing with your hands.
- Plug in devices or have power cords within reach.
- Use tape on counter/floor to identify on-screen areas.
- Have someone else view your stations from their device and give feedback on lighting, background noise and visual distractions, audio quality as you move within the on-screen areas, etc.). Adjust as needed.
- Have a printed copy of your recipe/notes within reach.
- Have all cooking materials ready.
- Have all ingredients out and ready (wash produce, open packages, measure ingredients, etc.).
- Preheat the oven and boil water, if needed for recipe.

- Make sure your video is on and your mic is unmuted.
- Press record, if applicable.
- Speaking loud and clear, introduce yourself.
- Demonstrate proper handwashing.
- Say everything you are doing. Engage participants when possible.
- Use slower movements to avoid blurry video.
- Set timers, as needed.
- Have fun!