



## **Chef Station Information**

Please take a moment to review the following day-of-event information

**COOK STATION #** \_\_\_\_\_

**REMINDER: You will need to be ready by 6:30 p.m. for the VIP Opening Reception from 6:30-7:30 p.m.**

### **Please Note Three Important Guidelines This Year:**

- Chef teams are asked to **provide at least 250 sample servings** of their recipe. A sample serving is equivalent to approximately three forkfuls. Your dish needs to last until 9 p.m.!
- **No outside alcohol will be allowed in ISC.** For the convenience of our chefs, the bars in ISC will start serving at 4 p.m.
- Due to safety and space concerns, **only two people per cooking station will be allowed.**

**PURCHASING TICKETS FOR GUESTS:** Deadline to purchase tickets is Friday, May 21<sup>st</sup>, but you are encouraged to buy tickets earlier since the event sold-out last year. If you haven't done so, take advantage of the special **Friends and Family** discounted tickets which allows each chef and assistant chef to purchase two guest tickets at \$40 each (for VIP 6:30 p.m. entry time) or \$30 each (for general admission 7:30 p.m. entry time) . **Tickets will not be sold at the door.**

**EVENT ENTRY:** When you arrive, you and your pre-registered partner will need to check-in. Volunteers will be available to help you unload. All other individuals in your party will need to enter through the main entrance with other diners at 7:30 PM (unless they have VIP tickets).

**UNLOADING:** You may unload your food and necessary items any time after 1:00 PM on Saturday, May 22 at the Southeast overhead door at ISC. **If you need to arrive earlier, please call Kylie at (815) 489-3956 before Saturday.** After you unload, immediately move your vehicle to the free designated parking in the North parking lot.

Please unload using the following schedule, or earlier as needed. **ALL chefs must be in place by 5:15 PM.**

- Cook stations **1 - 20** and **41 - 60** unload **3:45 – 4:15 PM**
- Cook stations **21 - 40** and **69 - 80** unload **4:15 – 4:45 PM**
- Cook stations **61 – 68** unload **4:45 – 5:15 PM**

**STATION INSPECTION:** Literacy Council volunteers will be inspecting your stations. We will be checking several things including:

1. Food temperatures – Cold foods at 45 degree or below and hot foods at 140 degrees or above.
2. Cleanliness - wash hands frequently, wear gloves, AND no drinking or eating in stations areas.

**SUPPLIES:** Extra plates, bowls, napkins, forks and spoons will be restocked by volunteers as needed. Volunteers wearing red aprons will be available to assist chefs during the evening. Let them know if you have any questions or problems.

If you have any questions, please contact Kylie at (815) 489-3956 or kcrull@pretc.net. See you Saturday, May 22!

Sincerely,  
Kylie Crull  
100 Men Who Cook Chef Liaison  
(815) 489-3956



## **SUPPLY LIST**

### **WE PROVIDE:**

- Banquet tables (each chef station gets 4' of front serving table), table skirting with top cover
- Back preparation table with 4' of space
- Refrigerators and freezers, cook-tops and ovens as pre-requested
- Electrical outlets as pre-requested
- Thermometers for refrigerators and ovens
- Cooking water as pre-requested
- 2010 Chef aprons and hats
- Small plates, bowls, napkins, plastic forks and spoons,
- Bucket with hand washing water, paper towels and hand soap dispensers
- Bucket with sanitizer (bleach) water for cleaning cloths
- Trash cans and access to dumpster for larger items

### **YOU PROVIDE:**

- Clean and sanitized cooking utensils, pots and pans
- Tabletop appliances (crock pots, roasters, etc.)
- Decorations for your station (optional but encouraged)
- Great food for all to enjoy!

## **SAFE FOOD HANDLING TIPS**

- There will be several Literacy Council volunteers checking each station from 5-6:30 p.m. We are most concerned with safe food temperatures (cold food stored at or below 45°F, hot foods stored above 140°F).
- Strict attention should be given to personal hygiene. Clean outer garments should be worn.
- EATING AND DRINKING ARE NOT ALLOWED IN AREAS WHERE FOOD IS BEING PREPARED. Beverages brought in are not permitted by the facility and will need to be removed from your station.
- CHILDREN AND NON-FOOD HANDLERS ARE PROHIBITED FROM FOOD PREPARATION AREAS.
- Only equipment that is safe, in good repair and clean should be used. Counters, shelving and equipment must be kept clean, organized and presentable at all times.