



Oryana Culinary Instructor Agreement

What the instructor will do:

1. Instructor will send recipes electronically in a Word document (no hand-written or photocopied recipes) to Oryana at least 2 weeks prior to the class. This is to allow time for Oryana to assess recipes for appropriateness for the class, for ingredient availability, equipment availability, formatting of recipes, and to discuss any questions we may have about ingredients, procedures, or level of difficulty of recipes. We may edit for clarity only.
2. All recipes provided by the instructor, if not their own, must abide by copyright laws, citing all sources when appropriate. The co-op reserves the right to use these recipes in any way they see fit. This includes, but is not limited to, social media, newsletters, website, and print material. The Co-op will always give credit to the recipe creator in any form of media that it is reproduced.
3. Instructor will provide a shopping list of ingredients; the co-op will provide all ingredients for the class recipes.
4. Instructor will plan recipes so that all ingredients can be purchased at Oryana. (Some exceptions for specialty ingredients are possible but we prefer not to have to shop at other stores for ingredients.) Submit your ingredient list to us 2 weeks ahead of time, with your recipes, to ensure all necessary ingredients can be accounted for and to allow time for any special ordering. Instructor agrees to keep a \$100 budget in mind when selecting recipes and ingredients. This is not set in stone, but we appreciate staying as close to \$100 as possible. You may bring some specialty ingredient items from home if you wish.
5. Instructor will dress in a professional manner including close-toed shoes, long hair tied back, and hat.
6. Instructor will arrive at the class location at least 30 minutes prior to the class start time.

Suggested Class Format

Though it is up to you as to how you structure your class, we have found the following format to work the best.

- For cooking classes, participants prefer hands-on classes vs. demonstration, but it can be a mix of both, depending on what you are teaching.
- Give a brief overview of the class. Go over each recipe. Have the group split into pairs or teams to prepare dishes.
- Assume the participants are novice cooks, but feel free to adjust as you go based on questions and ability levels that become evident. Explain unique ingredients. Demonstrate helpful techniques like how to cut an onion, how to peel garlic, etc.
- When everyone is sitting down and enjoying the food, discuss insights participants have about the dishes they cooked.
- Have participants fill out the feedback form before they leave. You can read these if you wish.

What Oryana will do:

1. We will shop for the class.
2. We will provide all necessary equipment but may ask instructors to bring specialized equipment of their own or to supplement our equipment.
3. We will have the ingredients and equipment ready in the teaching space.
4. We will provide an assistant to help set up, assist as needed during the class, and to clean up.
5. We will provide copies of recipes.
6. We will provide a feedback form for participants to fill out at the end of class. Instructors may review the evaluations on site.
7. Oryana will provide accident insurance and will have a small first aid kit.
8. Oryana will pay instructor \$150.

The instructor's signature below indicates his/her agreement to follow all the terms and conditions of the Instructor Guidelines.

Name _____

Signed _____

Date _____