



*inspiring older adults through
volunteerism, enrichment and community
connection*

1333 W. Lockwood Ave. • Glendale, MO 63122 • Phone: (314) 395-0988 • www.shepherdscenter-wk.org

Shepherd's Center Chef Wars 2018 – Event Guidelines

Pre-event paperwork

- Complete and Return Participating Senior Community Contact Form
- Pay \$200 entry fee to the Shepherd's Center by March 9. (The number of senior living communities will be limited to the first eight responding.)
- Submit a full page, black and white ad, measuring 6" W x 7 ¾" L which includes Chef's name and photo, entrée and dessert items. Submit in PDF format emailed to Pegi Nardoni, pnardoni@shepherdscenter-wk.org by March 9.
- Health Department Forms:
 - Temporary Food Establishment Application due to Shepherd's Center no later than March 29
 - TFE Food Temp Check Form to be completed and on site the night of the event

Setup on day of event

Schedule for the evening

- Senior communities arrive between 4-5 pm to set up
- 5 pm Health Department checks food
- 5:30 judging begins
- 5:30-6:30 appetizers served to guests
- 6-8 chefs serve guests

Event Venue

Kirkwood Community Center
111 South Geyer Road, 63122

- Enter through the gym door labeled "Restaurants"
- 8 foot table with a tablecloth will be provided
- We will display a large poster on the wall behind your table with your community's name, chef, and menu items
- You are welcome to decorate your table and bring menus, flyers, business cards, etc. to place on your table.
- You will be serving the guests, bring serving utensils and any heating or cooling equipment you may need.
- Outlets will be available for heating or cooling equipment, please bring your own extension cords
- All entries must be cooked off-site prior to the event.
- The Health Department mandates that Potentially Hazardous Foods (PHF's) arrive at 41°F or below or 135°F or above. We will have a thermometer on site to check food temperatures. Because food is



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being served for two and 1/2 hours, it is considered to be "time protected." Refer to information about Health Department Forms in the "pre-event paperwork" section above.

- Food and food containers may not be stored on the floor. Chairs behind your table can be used.
- Hand wash stations with water, soap, paper towels, and extra gloves will be provided near your table.
- We will provide plates, napkins, and individual utensils for our guests.
- Helpers from the Shepherd's Center will be working from noon until 9 p.m. the day of the event, if you have questions

Food Preparation/Presentation/Judging

- Contest entries are limited to one entree and one dessert that are normally served at your facility.
- Plan on **very small, tasting portions** (tapas style – two bites), communities that do not follow portion-size guidelines will have points taken from their score
- We are expecting approximately 350 attendees.
- You may season and prepare food as you like.
- All chefs must be from the local facility
- You will be serving the guests using Chinnet plates provided but the Shepherd's Center
- Clear plastic plates measuring 7" in diameter will be provided for dishes served to judges. **ALL competing chefs must present food on the provided plates.** If food items include a sauce or soup that require another type of container it must fit on top of the provided 7" plastic plate and it must be disposable.
- **One representative** from your community will present your dishes to the judges with the help of one Shepherd's Center volunteer.

Entries will be judged according to:

- Taste and Flavor
 - Appearance and Presentation on provided plates
 - Originality and Uniqueness
- There will be a presentation of the coveted Shepherd's Center Chef War Award when judging is complete. The award will be given to the **Best Entree** and **Best Dessert**. Awards will also be given to the **Runner-up** in each category.

Marketing

- Participating senior communities are encouraged to have marketing materials for distribution at their tables.
- Those who wish to donate auction or attendance prizes are welcome to do so. Please let us know by **March 16** if you are interested so we can reserve space at the auction table.



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Marketing prior to the event:

- Participating senior living communities will be included in event promotion to the general public and sponsoring congregations:
 - Shepherd's Centers Sponsoring Congregations will receive promotional materials to distribute to their congregants. (14 congregations).
 - Shepherd's Center website will feature event.
 - Shepherd's Center Facebook page will have posts weekly 6-weeks prior and daily week of event.
 - Shepherd's Center email blasts prior to event.
 - Shepherd's Center Newsletter will feature a list of participating communities.
 - Recognition in event ad in the Webster/Kirkwood Times.
 - Press release including participating communities
- Participating communities will receive a flyer to distribute within their communities
- We encourage Chefs and senior communities to post event on their websites and Facebook pages as well. Please post in your Facebook Events.

Promotion on-site will include:

- Full page, black and white ad in event program (6 1/4"W x 8"L)
- Senior community marketing materials distributed at Chef's tables

Post-event Promotion:

- Awardee Announcement in Shepherd's Center Newsletter
- Email announcement to 1,200 distribution list
- Announcement of participants and winners on Shepherd's Center website and Facebook page