**Your Participation!**

Thank you for joining us as a chef for the 10th Annual Chefs Around the Table Fundraiser event. The funds raised during this amazing event will go a long way in supporting Our Greater Good’s mission of strengthening families and ensuring every child in Porter County has a chance to reach their highest potential.

**Date, Time & Location of our event?**

Our event will take place on Thursday, October 10th from 5:00pm – 8:00pm at the Porter County Expo Center at 215 Division Rd, Valparaiso, IN 46383.

**How many fellow chefs will I be cooking with?**

We hope to have 80 chefs for the event, 40 Ladies and 40 gentlemen.

**What dish can I prepare?**

You are encouraged to prepare *your* specialty. That can be an appetizer, soup, salad, main dish, side dish, or dessert. Main dishes are often the most in demand. **SMALL portion sizes are important** to keep in mind.

**How much food do I make?**

Please make about 150-200 BITE-SIZE portions. Each portion is just a sample of your dish so bite-size is perfect.

**Will I have electricity?**

Yes, our committee works with the Porter County Expo Center on the logistics of providing electricity to chef stations as requested**. Please note**: (Per the Expo Center) Crockpots are okay. *Electric roasters, microwaves and other larger appliances are* ***NOT*** *allowed as they will blow the fuses*. Be sure to indicate your need for electricity on your “Chef Booth” form that will be emailed at the beginning of September.

**Can I prepare my food there?**

No. Your food will be prepared at home & you will bring it ready to serve. There will be chafing dishes available to keep your food warm, please indicate on your form if you will be in need of such equipment.

**How much room do I have to work with? Table dimensions?**

Two chefs will share an 8-foot table for serving their food. In addition, those same two chefs will share an 8-foot prep table behind them. Therefore, each chef will have 4-feet in front for serving and 4-feet in back for prepping.

**Can I decorate my space?**

ABSOLUTELY! We encourage you to get creative and have fun with your space, attire, and presentation. However, we do ask that no company logos or signage be displayed in respect and fairness to our event sponsors. To comply with Expo Center guidelines, no balloons, table confetti or open-flame candles are allowed.

**What utensils/condiments will be provided?**

Chafing pan and sterno to keep your food warm will be provided if needed. Plates, bowls, napkins, forks, spoons, and small ladles will also be provided. As with electricity, be sure to indicate what you need on your “Booth Info” form.

**What utensils/condiments should I bring?**

Please bring all additional utensils/condiments needed to serve your dish (serving spoons, pot holders, cooler, crock pot, salt, pepper, ketchup, steak sauce, etc.).

**What if I run out of food?**

Your food must have been delicious! You will be provided with a “sold out” sign and are free to enjoy the rest of the evening.

**What do I do if I have leftovers?**

Please take any leftovers home with you.

**What time do I need to arrive on Thursday?**

You can start arriving any time after 12:00 PM to start setting up and decorating your booth. *Your booth must be set up and food must be ready to serve* ***by 5:30 PM***. Allow plenty of time to unload your car, as 78 of your “fellow chefs” will be arriving at approximately the same time.

**Where do I unload my food?**

All chefs should park and unload on the back side (aka north side) of the Expo Center.

**Will I have help unloading?**

Yes, our committee has arranged for volunteers starting at 4:00 pm who will help chefs with the unloading process as well as assisting during the evening with needs the chefs might have (additional serving utensils, clearing dishes, registration, etc.).

**What do I wear?**

Dress the part. A commemorative “Chefs Around the Table” apron and chef hat will be provided the evening of the event for you to wear. As in your space decoration, get creative and have fun with your “chef look”!

**What happens the night of the event?**

The following is a brief itinerary of the day/night of the event:

12:00 – 5:00pm – Chefs can come and go to set up their space

5:00pm – Chefs start arriving for the evening with their food

5:00pm – Cocktail and social hour for attendees, Chefs finish set-up

5:45pm – Chefs MUST be done setting up

6:00pm – Opening Comments / Food Service

7:30pm – Program and live auction (all Chefs should come to the stage for awards)

When you arrive, there will be a packet with your name on it at your station. Inside will be any necessary information you need for the night including: health department reminders, drink tickets, etc. Please keep your envelope as this will be used later in the evening to collect your tip money. Someone will come to your station during set-up to collect your ticket money.

**When does serving begin?**

6:00 – 7:30pm. You must be present at your station during this serving time or until your food is “SOLD OUT”.

**What time do I start closing up?**

You may begin to clean up at the ***conclusion*** of the live auction and awards.

**Will there be food provided to the Chefs?**

In past years we have found that the Chefs are so busy setting up their booth and mingling with friends that they did not have the time or desire to eat a box lunch. We recommend you eat something prior to coming to set up your booth. As a token of our appreciation two complimentary drink tickets will be given to each Chef. Soft drinks and cocktails will be available starting at 5:00 pm at the bar in the Chefs room. Light snacks will be available at that time too and water will be provided throughout the evening. We ask that chefs do not carry in their own beverages so we can comply with Expo Center regulations.

**Will there be friendly competition between Chefs?**

Absolutely! A tip (donation) jar will be at each Chef station. If guests like what they taste, they can voluntarily place money in the tip jar that will all be donated to *Our Greater Good* initiatives. Attendees will also be able to vote for their favorite dish. A People’s Choice Award in every category (appetizer, soup/chili, side dish, main dish, dessert, & overall) will be awarded based on those ballots. So, we encourage you to ask your friends, family and co-workers to support you in the chef competition through tips and votes.

**What’s the story with tickets?**

We ask each Chef to sell 6 tickets to the event. Please sell your tickets ahead of time (**NO selling at the door** – it is too hard on our registration people). Bring your ticket money the night of the event and we will come and collect it from you at your booth during set-up.

**Questions:**

If you have further questions feel free to call Natalie Wilson at 219-728-8733 or Garner Tullis at the above contact information. A complete list of committee members follows and any of these individuals may also be contacted with questions.

**Chefs Around the Table Committee:**

Brandi Anstine, *Co-chair* Kaye Frataccia Lynette Green

Lisa Franko, *Co-chair* Drew Sarkisian Natalie Wilson

Peter Anderson, *Co-chair* Trish Sarkisian

Jeff Lewis, *Co-chair* Tina St. Aubin

Jennifer Beschinski Garner Tullis