

Presenter FAQ

An Overview

- **Who can submit a program application?**
 - Any individual or representative of a potential partnering organization can submit a program application.
- **What types of food programs is the Mid-Continent Public Library (MCPL) Culinary Center looking for?**
 - The MCPL Culinary Center prioritizes programs that meet its mission of enriching lives.
 - Below are program categories that fit our mission:
 - Youth and Family
 - Healthy or Sustainable Eating
 - Essential Kitchen Skills
 - World Cuisine
 - Food Business
- **What are acceptable formats for programs?**
 - In-person demonstration
 - May add tasting
 - Hybrid demonstration (in person & virtual)
 - Demonstration with limited audience participation
 - Hands-on classes
 - Individual
 - Group
 - Create and take home to finish
- **Is a food-handlers license or other food-related licensing required?**
 - Programs that involve consumption of food require the instructor to have a food-handling or managers permit.
- **How far in advance does the Library schedule programs?**
 - The Library's program scheduling and marketing periods run on seasonal cycles. Six to ninth months for vetting, processing, and scheduling may be needed.
- **Is the program an opportunity to sell or promote products or services?**
 - No. MCPL policy prohibits the active sale of products or services during programs. There are limited exceptions for authors, subject to arrangement with the Culinary Center team.
- **Is it possible to submit untested program ideas?**
 - Yes. Submit your idea and, if accepted, the Culinary Center team will be available to help you prepare your program. NOTE: not all program ideas are accepted, but we encourage innovation and new ideas.
- **How many people are allowed in a program, minimum and maximum number?**
 - The Culinary Center Teaching Kitchen has seating for 24.
 - Smaller class sizes are an option, depending on the presenter.
- **Will participants need to sign a waiver?**
 - Yes. MCPL Culinary Center has a standard liability waiver customers must sign.
- **What about the cost for ingredients the presenter provides?**
 - All costs must be included in the quoted program fee that will be part of your signed contract.
- **How long should programs be? What about a class with multiple sessions?**

- Two-hour adult programs and one hour for youth is ideal. However, we know certain topics may require additional time, and we are happy to work with you.
- **Is practice in the Culinary Center Teaching Kitchen before the presentation allowed?**
 - Yes. Pending coordination with the Culinary Center team, you are welcome to practice in the space. You will be responsible for all costs not listed in your signed program contract.
- **Can I access the Culinary Center Teaching Kitchen to store ingredients or prep ahead of my program date?**
 - Presenters can coordinate with the Culinary Center team to store ingredients or do prep work up to five days ahead of their program.
- **What are the cleaning procedures? Is there access to a dishwasher and cleaning supplies?**
 - The MCPL Culinary Center provides all needed commercial cleaning supplies. The Culinary Center team will assist with cleanup after programs.
- **Is an assistant allowed during the program?**
 - Yes, pending coordination with the Culinary Center team. NOTE: A background check may be required.

How Do I Get Started?

- **Submitting a program proposal is the starting point for all potential MCPL presenters.**
 - Create a free account at [Submittable.com](https://www.submittable.com) to submit your program proposal.
- **What information does the Submittable form require?**
 - Program information needed includes, but is not limited to, title, description, outline, program length, and target audience
 - General contact information
 - A bio, headshot, and general availability
 - How you heard about us
 - If you have any questions regarding the form or any issues navigating the form, please contact the Culinary Center team at culinary@mymcpl.org
- **What happens after program submission?**
 - An email acknowledging receipt of your submission.
 - An email notification of submission status (accepted or denied).
 - Instructions will be included for next steps in the email notification (e.g., who will contact you, follow-up questions, etc....).
- **How quickly will the Culinary Center team decide about submitted programs?**
 - This depends on the volume of program submissions. All program submissions are reviewed in the order in which they are received. Please be assured we are working as quickly as possible.

Please contact the Culinary Center team at culinary@mymcpl.org with any questions.