



RECREATION
& WELLBEING
UNIVERSITY OF WISCONSIN-MADISON

Rec Well Staff Guide to Using the Wolf Teaching Kitchen

Rec Well staff are excited about having this state-of-the-art kitchen at our fingertips! Below are answers to the most common questions and answers about the Wolf Teaching Kitchen.

Can I borrow [equipment]?

- We say **no** to these requests, even the small ones.
- If there is something that may be used across the division, work with Abby Alastair.
- If you believe you have an exception, reach out to Abby Diehl.

Can my team request a private event in the Wolf Teaching Kitchen?

- Yes! We host Rec Well student or professional staff for private events or room rentals.
- Events must include food prep. The kitchen is not to be used as a multi-purpose space.
- This is an educational space. This means all food should be eaten while in the kitchen as part of the experience (vs. taking home to share or eat later).

How much does it cost?

- Cost of food. This is usually \$30-100 per class depending on the recipes.
- Labor \$18/hour per student employee. Most events have 2 student staff working ~1 hour prep + the total event time + 1 hour clean-up time. For a 2-hour event, this equates to \$144. Some events, like cookie baking, require prep the day before for an additional ~3 hours x 2 students.
- The hourly room rate is **not** currently charged for Rec Well internal events.

What do I need to do to hold an event in the Wolf Teaching Kitchen?

1. Complete the [event request form](#) at least 6 weeks before your desired event date.
2. Schedule a brief meeting with Nutrition Education professional staff to discuss your event. The sooner the better! Include the following details:
 - a. Maximum people we can have preparing food is 12 people. We can accommodate multiple sessions for larger groups. An additional 2-4 people may observe an event.
 - b. Minimum participants to hold an event is 6 people.
 - c. Events that start after 5 pm are the easiest for the Nutrition Education team to staff.
 - d. Classes are usually 1-2 hours in length but might be longer based on need. We can send a list of past class recipes, or you can propose your own recipes to fit the timeframe.
 - e. Provide details on what your group wants out of this event – more socializing than teaching? Friendly competition? Teaching new cooking skills?
 - f. Check with your team on food accommodations/allergens before choosing recipes.
3. Deadlines
 - a. 3-4 weeks before the event date
 - i. Food allergens/any food accommodations or restrictions.
 - ii. Recipe selection.
 - b. 2 weeks before the event date
 - i. Send final details of the event (e.g., final attendance and accommodations).
 - ii. Events must be canceled >2 weeks before the event to avoid charges.
4. Event date
 - a. Communicate any changes with attendance or needs, if applicable.



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- b. Arrive on time and enjoy your time in the kitchen!
- c. **We recommend participants wear full length pants and closed toe shoes.**
- d. Cancellation or rescheduling for inclement weather
 - i. We will reach out 24 hours in advance to cancel or confirm an event when the weather is potentially severe. It is most likely that events will stay scheduled.
- 5. Post-event
 - a. Provide your Worktag to Chris when he emails the invoice.
 - b. If this is an event you want to repeat in the future, let NE professional staff know!

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