



NATIONAL PROSTART  
INVITATIONAL™

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2010 OVERLAND PARK

## **2010 National ProStart Invitational™**

# **Culinary and Management Competitions Procedures and Rules**

Participating teams, educators and mentors are responsible for understanding and following all of the procedures and guidelines contained in this document. Please read through these rules carefully to avoid receiving any penalties during the competition.

Orientation at the event will be dedicated to the introduction of judges and review of the competition schedule. Competition rules will not be explained during the meeting. Questions regarding competition rules should be sent to your ProStart® program Coordinator for roll-up to national competition officials prior to arrival in Overland Park.

# National ProStart Invitational

## Eligibility:

All high school students currently enrolled in a program **through their high school** using the ProStart curriculum that have been approved to compete in the national competition by the National Restaurant Association Solutions' recognized-manager of the ProStart program in their state, territory, or district. Department of Defense (DOD) schools will be represented by region. Up to one team may represent an individual state, territory, district or region.

1. Participating teams will consist of two (2) to four (4) team members. One (1) alternate may attend. However, the alternate may only participate if an original team member is injured or unable to participate. In case of student injury, an alternate, with judge's approval, may replace the injured student.
2. **Students may only compete for two years (attend two National ProStart Invitationals as a competitor). During those two years, they may compete on the culinary and/or management teams.**

## General Disqualifications:

1. Teams will attend a required orientation meeting on Friday, April 30 at a place and time designated by the Event Organizers. Teams must attend the orientation or they will be disqualified. The only exception made will be for travel delays beyond the control of the team.
2. Teams must arrive at the appointed time to compete or they will be disqualified. The only exception made will be for travel delays beyond the control of the team.
3. Teams must not receive coaching or any form of communication from anyone during the competition time or they will be disqualified. There will be no verbal or non-verbal communication allowed between any spectators, educators, mentors or coaches and competing teams. **NO EXCEPTIONS.**
4. Misconduct, which includes any nonprescription drug use, alcohol use, or any activity that is illegal under federal, state or local laws, at the event, during competition or in activities or locations related to the event, may disqualify a participant or the participant's team from awards or further participation. Should any misconduct come to NRA Solutions' attention, the matter will be investigated as NRA Solutions deems appropriate. Any decision and sanction as to appropriate action due to misconduct is at the sole discretion of NRA Solutions, and is final. By entering into the contest, the student and the team he/she represents accept this requirement as well as all other conditions of the program.
5. Teams must compete in each event in the competition or they will be disqualified. Culinary teams must compete in Product Check-in, Knife Skills, **Poultry Fabrication**, Mise En Place, and Meal Preparation. Management teams must compete in the **Written Proposal, Verbal Presentation, Visual Display and Critical Thinking**. Failure to compete in any events will disqualify the team.

**Schedules:**

Competition schedules will be distributed prior to arrival in Overland Park, once all teams have been identified. The culinary schedule will include assigned Knife Skills, **Poultry Fabrication**, Mise En Place, Meal Preparation and Clean-up times. The management schedule will include assigned Verbal Presentation, Visual Display and Critical Thinking times. All schedules are subject to change.

## Management Competition

### Purpose:

Participating teams will demonstrate their knowledge of the restaurant and foodservice industry by developing a business proposal for a new restaurant concept. The business proposal will consist of a defined restaurant concept, supporting menu, and supporting marketing plan. Teams will prepare a comprehensive written proposal, verbal presentation and visual display. Teams will also be tested on their critical thinking skills by reacting to potential management challenges related to their concept. Their performance during the event will be observed and rated by judges from the foodservice industry and colleges and universities. Participating teams will demonstrate their ability to work together while developing their business proposal.

### Uniform:

Each team will be required to dress in uniform during Team Check-in, Verbal Presentation, Visual Display and Critical Thinking. The uniform consists of: solid color, long sleeve, button down dress shirts; dress pants or skirts; and professional footwear. All team members should wear the same shirt, and pants should be worn appropriately and professionally (not sagging, etc.). No jeans, ties, jackets and/or suits. Sponsor logos are allowed on the shirts. There will be a 5-point penalty if the team does not dress in uniform (*see Penalties*).

### Scoring:

The total points possible in the management competition is 100 points. The Written Proposal will be worth 25% of the total (25 points), the Verbal Presentation will be worth 30% (30 points), the Visual Display will be worth 15% (15 points), and Critical Thinking will be worth 30% (30 points). If needed, the team with the highest verbal presentation points will determine a tie. An appropriate panel of judges will determine a second tie breaker. **Teams will only be evaluated on the information and materials requested in the following rules – please see Appendix A.**

### Preparation for Competition:

1. Mentors and educators may assist teams in preparing for the competition; however, they may not prepare the written proposal, verbal presentation or visual display. Their expertise is limited to acting as a sounding board and critiquing practice presentations.
2. National Restaurant Association Solutions will release a description of the fictitious location that the competition will be based on. The description will include median income, demographics and local points of interest (such as colleges, corporations, etc.). *See Appendix B for the 2010 city description.*

3. In response, teams will develop a proposal to launch a new restaurant concept in that city. In the proposal, teams will fully define the restaurant concept, develop a menu that fits the restaurant concept, and develop a marketing plan to support the launch of the restaurant concept.
4. To convey their proposal, teams will prepare a written proposal, a verbal presentation and a visual display.
5. The team's work must be unique and not built off another team's previous work.

### **Written Proposal:**

1. In the written proposal, teams must describe the new restaurant concept. The restaurant concept description must include at least the below information:
  - a. Type of establishment – see *Appendix C for descriptions*
  - b. Meals served (breakfast, lunch, dinner, etc.)
  - c. Hours of operation
  - d. Type of cuisine served
  - e. Location of restaurant (standalone, strip mall, office high rise, etc.)
  - f. Target market within the fictional city (defining characteristics, demographics, business/leisure/etc.)
2. Teams must also describe how the restaurant's interior and décor will complement the restaurant concept. Paper-based samples and photos may be included to support the description.
3. A basic diagram of the restaurant's layout (front-of-the-house and back-of-the-house) must be provided. The diagram may be handwritten or electronically diagrammed. Students are encouraged to make it as much to scale as possible; however, the diagram will not be judged on scale and proportions, but on how well it conveys the restaurant's flow and the inclusion of features necessary to run a restaurant. The diagram must fit on a maximum 11" x 17" sheet of paper. See *sample in Appendix D*.
4. Teams must include an organizational chart listing what positions will be necessary to staff the restaurant. It is not mandatory to include how many staff will fill each position.
5. Teams must develop a menu to support the restaurant concept that includes only 9 menu items, excluding beverages. If more or less than 9 menu items are submitted, there will be a 5-point penalty (see *Penalties*). The menu items must reflect an appropriate menu content based on the restaurant concept. A sample that shows how menu items will be communicated to customers – including pricing - must be included (maximum 8 ½" x 11" paper). The sample should be reflective of the restaurant concept – such as a drawing of a menu board for a quickservice restaurant or sample hand out menu for a fullservice restaurant.

6. For 3 of the 9 menu items, teams will prepare and provide recipes. Typewritten recipes must be submitted on the official recipe template supplied by Event Organizers in the team registration packet (*same template as culinary competition*). Acknowledgements and sources must be listed on each recipe. Recipes must be written in a logical sequence. *Refer to ProStart Year 1, page 180 for additional information.*
7. Teams will prepare and photograph the 3 menu items detailed above prior to competition, and include photos of the 3 items in the written proposal.
8. For those same 3 menu items, teams must prepare food costs - typed and submitted on the official costing template supplied by Event Organizers in the team registration packet (*same template as culinary competition*). *Refer to ProStart Year 1, Chapter 12 for more information. See Appendix E of this rule booklet for food cost example.*
9. Prices must also be developed for these 3 items – calculated at a 33% food cost percentage. Menu price may be rounded up after applying the 33% food cost percentage for a more realistic menu price. For example, if the menu price is calculated to be \$7.67 it will be acceptable to have a price of \$7.95. However, the final calculation before rounding must be indicated on the costing template. On the sample of how the menu will be presented to customers (see rule 5 above), please base pricing for all 9 items off the prices calculated for these 3 items. *Refer to ProStart Year 1, page 491 and the food-costing example in Appendix E of this booklet for details on menu pricing.*
10. The management team is allowed to collaborate with the culinary team on the 3 items, including recipe development, costing, pricing and photography.
11. Teams will develop 2 marketing tactics to launch their restaurant concept. One tactic will be designated by Event Organizers (i.e. newspaper ad, Web site, table tents, etc.), and one will be at the team's discretion. **For 2010, all teams must prepare a newspaper ad as 1 of their 2 tactics.** If more or less than 2 marketing tactics are submitted, there will be a 5-point penalty (*see Penalties*). For each marketing tactic, teams must submit a description of the tactic, the goal of the tactic, and a detailed budget that shows all associated costs. Students are encouraged to use creativity to develop their tactics. If using any of the tactics below, use the average rates provided in the description of the fictitious host location (*see Appendix B*):
  - a. Newspaper ad
  - b. TV commercial
  - c. Radio commercial
  - d. Billboard

For all other mediums or costs, use local rates and list your rate source.

12. For the 2 marketing tactics, teams must submit a paper-based sample (maximum 8½" x 11" paper) of the tactic. Examples of acceptable samples could include:
  - a. Newspaper ad – mockup of ad
  - b. Radio commercial – script
  - c. TV commercial – storyboard
  - d. Public relations campaign – sample press release
  - e. Promotional giveaway items – photo or mockup of item

- f. Email campaign – email text and mockup of accompanying artwork
13. The written proposal must be typewritten (other than samples or exhibits). The proposal should follow the outline in *Appendix A*. Teams will prepare 8 bound (3-ring binder, spiral bound, etc.) copies of the proposal – 1 for each Verbal Presentation Judge (6), 1 to include with the visual display, and 1 for the team's reference during the verbal presentation. All 8 copies must be identical, or there will be a 5-point penalty. There will also be a 5-point penalty if the proposal is not prepared properly (*see Penalties*). Teams must prepare an additional copy of just the menu, recipes and costing in a manila folder.

### **Verbal Presentation:**

1. Using the materials developed for the written proposal, teams will prepare a maximum 10-minute verbal presentation that will be presented on-site to judges.
2. Teams must develop a Microsoft PowerPoint® slideshow presentation to accompany the verbal presentation. The slideshow presentation may not include any embedded video or special effects (sound, flash, etc.). Use of enhanced technology will disqualify teams. Teams must use the “no transition” option in the slide transitions. Teams may use a custom slide design template.
3. The teams should approach the verbal presentation as though they are developers of the restaurant concept, and the judges are potential investors. Teams should assume the “investors” have not reviewed the written proposal and pull out the relevant information to be presented in person.
4. Teams may use their visual display as a visual aid during the verbal presentation.

### **Visual Display:**

1. Using the materials developed for the written proposal, teams will build a display to visually reflect their restaurant concept. Judging will be based on how well the display conceptualizes the restaurant concept, along with meeting the requirements below. The displays will be available for public viewing.
2. The displays must be 36” x 48”, made only of corrugated cardboard or foam core, and will be placed on top of 6’ tables for viewing. There will be a 5-point penalty if the display is made of anything besides corrugate cardboard or foam core (*see Penalties*). Materials attached to the display may not exceed the dimensions of the display, or hang over the edges. For examples, see [www.elmers.com/product/product\\_page.asp?pCode=730300](http://www.elmers.com/product/product_page.asp?pCode=730300) or [www.elmers.com/product/product\\_page.asp?pCode=902090](http://www.elmers.com/product/product_page.asp?pCode=902090). There will be a 5-point penalty if the display exceeds the maximum dimensions (*see Penalties*).
3. At a minimum, the display must include:
  - a. Name and brief description of restaurant concept
  - b. Diagram of restaurant layout
  - c. Sample of how menu will be presented to customers
  - d. Description and samples of the marketing tactics

4. Teams are encouraged to use creativity in their display. Teams may use 3-D items to enhance their display, however, all materials to support the display must be attached to the display board – no additional items may be placed on the table top or on the area in front of the table (other than the copy of the written proposal). There will be a 5-point penalty if teams bring additional display materials (*see Penalties*).
5. Teams must attach an 8 ½" X 11" sheet of paper to the back of the display listing the names of the team members, school, state, and restaurant concept. There will be a 1-point penalty if the sheet is not attached to the display (*see Penalties*).

### **Team Check-in:**

1. An open check-in period will take place beginning on Friday, April 30<sup>th</sup> at 10:00 a.m. at the Overland Park Convention Center. Team Check-in will close at 5:00 p.m. sharp. Teams should schedule their travel so they arrive in Overland Park to allow sufficient time to check-in their materials on Friday, April 30<sup>th</sup>. Overland Park is on Central Standard Time (CST), so please keep in mind that there is a time difference for teams traveling from different time zones. We suggest your team arrives at the host hotel no later than 2:00 p.m. CST, in order to complete the check-in process. The host hotel is approximately 40 minutes from the Kansas City International airport.
2. At check-in, teams will submit 6 copies of their written proposal (for verbal presentation judges) and their menu/recipes/costing folder. Teams will also submit their final slideshow presentation on CD or a jump/thumb/flash drive. The slideshow presentation must be the only file on the CD or drive and should be named "<state abbreviation> management competition" – for example, "SC management competition." The Event Organizers will keep the CD or drive – *it will not be returned to teams at the end of the competition*. Teams will review their presentation on the Event Organizer's computers to ensure the file displays correctly.
3. Should travel delays arise, and as a result a team is unable to check-in their materials during the times allotted on Friday, the team must contact their state ProStart Coordinator, who will contact the NRA Solutions management competition coordinator to make arrangements to submit materials.

### **Day of Competition:**

1. 10 minutes prior to their presentation start time, teams will report to the check-in table outside the verbal presentation room. At their designated presentation time, teams will deliver their verbal presentation before the judges. Their PowerPoint presentation will be run off the CD or jump drive provided at check-in, and will be projected on a large screen. Teams will bring their assembled visual display board with them and may use it as a reference during the presentation.
2. Each member of the team must have a substantial speaking role during the presentation. There will be a penalty of 5 points per student for each student on the team that does not have a substantial speaking role (*see Penalties*).

3. There will be 1-point-per-minute penalty if teams exceed the maximum 10-minute presentation length (see *Penalties*). If the presentation runs more than 4 minutes over the maximum time, teams will be disqualified (see *Disqualifications*).
4. After the presentation, judges will have an additional 5 minutes to ask the team questions about their presentation and overall restaurant concept. Teams will be evaluated on how well they answer the judges' questions.
5. Immediately after their verbal presentation, teams will move their visual display to the area designated by Event Organizers. The team will have ten minutes to set up their visual display area, which consists only of the display board and one copy of their written proposal.
6. The entire team must then spend 45 minutes at their display to answer any questions from attendees. If the team leaves early, there will be a 5-point penalty (see *Penalties*).
7. During this 45-minute period, Visual Display Judges will evaluate each team's display. The Visual Display Judges will also have the opportunity to ask teams in-depth questions on their proposal.
8. Also during this 45-minute period, a second set of judges (Critical Thinking Judges) will visit with each team and evaluate their critical thinking skills and ability to react to management challenges. The judges will present each team a mini-scenario from 4 of the following categories: safety and sanitation, customer service, human resources and staffing, menu development and design, marketing, and concept knowledge. All teams will be evaluated on the same 4 categories – the chosen categories will be announced at Orientation on Friday, April 30<sup>th</sup>. The team will then present how they would address that scenario from the context of their restaurant concept. A sample marketing scenario could be: the newspaper forgets to print the expiration date on the coupon in the restaurant's ad that the team included in their proposal – how will the team handle guests attempting to redeem the coupon in three months? For customer service: we see that you accept reservations – a reservation for a party of 4 is showing up in your system as cancelled, yet they have arrived and checked in – what will you tell them?
9. The Critical Thinking Judges will also have the opportunity to ask teams in-depth questions on their proposal and visual display.
10. The display and written proposal must be picked up by 5pm the day of the competition, or it will be disposed of by Event Organizers.
11. Please see *Appendix F* for a sample competition timeline.

**Penalties:**

1. The team is not dressed in uniform – 5 points
2. Team submits more or less than 9 menu items – 5 points
3. Team submits more or less than 2 marketing tactics – 5 points
4. Written proposal does not meet specifications (typewritten, bound, no extra information included) – 5 points
5. All 8 copies of the written proposal are not identical – 5 points
6. Visual display is not made of corrugated cardboard or foam core – 5 points

7. Visual display exceeds maximum size dimensions – 5 points
8. Visual display incorporates materials not attached to the display board – 5 points
9. Visual display does not include sheet listing names – 1 point
10. Each member of the team does not substantially speak during verbal presentation – 5 points per student who does not speak
11. Verbal presentation exceeds maximum allowed time – 1 point per minute
12. Team does not spend 45 minutes at their display – 5 points

**Management Specific Disqualifications (see additional General Disqualifications on page 2):**

1. Verbal presentation ran more than 4 minutes over the maximum allowed time
2. Team used unauthorized enhancements in the slideshow (embedded video, sound, etc.)

**Event Personnel:**

1. Event Organizers (NRA Solutions staff members)
2. Judges from colleges/universities and the restaurant and foodservice industry. There will also be one lead NRA Solutions judge.
3. All judges will be consistent from team to team (i.e. judges scoring Restaurant Concept will be responsible for that category across all competitors)
4. Verbal Presentation Judges will evaluate both the written proposal and verbal presentation on the following categories. *See Appendix G for sample score sheet:*

Restaurant Concept	Two Judges
Menu	Two Judges
Marketing	Two Judges

5. Menu and Recipe Judge will evaluate all management teams' menus, recipes and costing
6. Critical Thinking Judges will present a mini-scenario the following categories.

Category 1	One Judge
Category 2	One Judge
Category 3	One Judge
Category 4	One Judge

Each Critical Thinking Judge will score all teams on all four categories.

7. Two Visual Display Judges will evaluate all teams' visual displays

**Attendees:**

Mentors, teachers, chaperones, parents, general public, etc. are encouraged to attend the competition. However, space is limited.

# Culinary Competition

## **Purpose:**

Participating teams will demonstrate their creative abilities during the competition through the preparation of a meal consisting of a: starter (such as soup, salad, or appetizer); protein (such as meat, fish, or fowl), vegetable, and starch; and dessert. Their performance during the practical will be observed and rated by judges from the foodservice industry and colleges and universities. This competition is designed for students capable of high-level food preparation. Participating teams will demonstrate their ability to work together while creating and presenting their meal.

## **Uniform:**

The team must present a uniformed appearance and will be expected to wear appropriate apparel consisting of white chef coats, checkered or black pants (NO EXCEPTIONS) and closed toe, hard sole shoes. Event Organizers will provide chef hats at registration. The team will be evaluated on proper uniform throughout all culinary events, from Product Check-in through Clean-up.

## **Scoring:**

1. A maximum of 100 points will be awarded to a team during the culinary competition.
2. In case of a tie: ALL teams, regardless of their standing by the end of the competition, will receive oral feedback from judges the following day. During the feedback session judges may ask questions of the team to be answered verbally with regard to the methods, preparation and presentation of their meal. If teams are tied, judges will re-group to discuss those teams who have tied scores, and make a group determination as to the ranking of final winner(s) based on the answers to the questions given by team members.

## **Menu Planning & Preparation for Competition:**

6. Mentors may assist teams in preparing for the competition; however, they may not prepare the menu. Their expertise is limited to menu suggestions and technique advice.
7. Teams must employ a minimum of two cooking methods from the following list: Poach, Shallow Poach, Braise, Pan Fry, Steam, and Sauté. Teams are allowed to use additional techniques if they so desire. *See ProStart Year 1 pg. 212-13 for additional information.*
8. No electric or battery-operated equipment may be used.
9. The only heat sources provided will consist of two butane burners; use of the butane burners during the competition is at the discretion of the team. A butane torch may be used only for the purpose of finishing a crème brulee, but no other fueled or mechanical heat sources will be allowed.

10. Each participating team will prepare two (2) identical meals of their choice, garnished and served appropriately. Suggested serving sizes for the entrée are 4-6 ounces for protein, 2-3 ounces for starch and 2-3 ounces for vegetables. One meal will be delivered to judges, one meal used for display.
11. Participating teams must bring all ingredients necessary to prepare the food they have selected. Teams that have seafood in their menu are strongly advised to make arrangements to purchase locally due to their fragile nature. Event Organizers will supply a list of local stores where items can be purchased. Teams may bring pre-measured dry goods (flour, sugar, salt, etc.), as well as butter and oil. Follow your state or school guidelines concerning the use of alcohol in your recipes.
12. Participating teams must bring all necessary supplies to prepare the food they have selected, such as small utensils, cutting boards, small hand tools, cookware, cloths, and sanitation buckets.
13. Event Organizers will supply all serving dishes. Teams may only use dishes and glassware provided by Event Organizers, no exceptions. *See Penalties for points deducted if in violation.* The emphasis here is on simple plate presentation. The starch, protein and vegetable need to be on one plate. The starter will be served on a second plate. The dessert will be served on a third plate. Dish dimensions/specifications will be provided prior to the event.
14. Participating teams must bring four (4) copies of all recipes for their meal presentation. Typewritten recipes must be submitted on the official recipe template supplied by Event Organizers. Acknowledgements and sources must be listed on each recipe. Recipes must be written in a logical sequence. *Refer to ProStart Year 1, page 180 for additional information.*
15. Participating teams must bring four (4) copies of all food costs for their meal presentation. Food cost must be calculated for each individual course on the menu, typed and submitted on the official costing template supplied by Event Organizers. *Refer to ProStart Year 1, Chapter 12 for more information. See Appendix E of this rule booklet for food cost example.*
16. The four (4) copies of the recipes and food costing will be given to the judges at Product Check-in in individual folders with the school name and state, typewritten, on the cover of the folder. A simple menu with menu prices on an 8 ½ x 11 sheet of paper, typewritten, must accompany each of the packets. Failure to submit the packets at Product Check-in will result in a penalty. *See Penalties for points deducted.* If you would like your recipes returned, they can be picked up from the judges at the conclusion of your team's culinary critique. NRA Solutions will retain one copy of the recipe packet from each team. Any recipes or recipe packets not picked up at the culinary critique will be discarded.
17. Participating teams will provide one (1) copy of the presentation menu. It is required that the menu be framed and professionally displayed on the team's table during competition and then moved to the display area after the team has completed their event. Menus will include item prices based on the food cost and calculated at a 33% food cost percentage. Each course on the presentation menu will be priced separately - one price for the starter; one price for the entrée that includes starch, vegetable, and protein; and one price for the dessert. Menu price on the presentation menu may be rounded up after applying the 33% food cost percentage for a more realistic menu price. For example, if the menu price is calculated to be

\$7.67 it will be acceptable to have a price of \$7.95 on the presentation menu. However, the final calculation before rounding must be indicated on the costing template. Total menu price may not exceed \$75.00 after applying the 33% food cost percentage. *Refer to ProStart Year 1, page 491 and the food-costing example in Appendix E of this booklet for details on menu pricing.* Teams are responsible for collecting their presentation menus from the display area by 5:00 p.m. on the day of Meal Preparation. Event Organizers are not responsible for any menus not collected by 5:00 p.m. on the day of Meal Preparation.

### **Product Check-in:**

5. Product Check-In is part of the evaluation process and results of the check-in will be entered on the score sheet for the team. Teams will be judged according to proper shipping and receiving procedures. In addition, students will be evaluated on personal hygiene, including proper hand washing, during Product Check-in. Hand washing stations will be available in the Product Check-in room. Details concerning check-in times and deadlines will be provided prior to the event.
6. Neither event nor hotel personnel will be available to receive any perishable items shipped to the event site, and are not responsible for any lost or damaged items.
7. **There will be two check-in periods, depending on if you are slotted to compete on Saturday or Sunday. The two product check-in periods will take place on Friday, April 30 at 10:00 a.m. and Saturday May 1 at 10:00 a.m. at the host hotel. Product Check-in will close at 5:00 p.m. sharp both days. Teams should schedule their travel so they arrive in Overland Park to allow sufficient time to check in their product. If you are scheduled to compete on Saturday we suggest your team arrives at the host hotel no later than 2:00 p.m. CST Friday in order to complete the food check-in process. Teams competing on Sunday will check in their product Saturday between 10:00 a.m. and 5 p.m. The host hotel is located approximately 45 minutes from the Kansas City Airport.**
8. A complete typewritten list of every item to be used must be attached to the inside and outside of all coolers and other containers that hold food items. All ingredients must be checked in with event personnel. Judges will be certain that all items are present and properly stored. Each team's food will be placed in an appropriate and secure location at the competition site until just prior to the designated Mise En Place time.
9. Teams will be evaluated on the proper temperature of ingredients. If an item has been found to be in the temperature danger zone, that item will not be available for use in the competition. Teams will also be evaluated on proper packaging. Items to be checked-in should either be in their original packaging, or wrapped and packaged properly (i.e. no liquid pooling from meats, poultry, or fish, no seeping liquid, vegetables and fruits in proper containers and/or bags), or they will be discarded. **The team will have until their assigned Knife Skills time either Saturday or Sunday to obtain a suitable replacement for any discarded product.** However, judging and scoring will be based on the initial check-in by the team. While replacements may be obtained, teams may lose points if their entire product list does not meet the established criteria at the original check-in. **Replacement**

**product that does not meet requirements at Knife Skills will be discarded, and the team will be assessed a 3-point penalty (see *Penalties*).**

10. No pre-chopped, pre-sliced, pre-prepared food will be allowed, with the exception of stock, ice cream base and jams/jellies. *See Penalties for points deducted.* Prior preparation of stock necessary for the completion of final product is permissible. Stock is a flavorful liquid made by gently simmering bones or vegetables to extract their flavor, aroma, color, body, and nutrients. **Demi-glaze, reductions, and sauces made prior to the event are not allowed. Clarified butter made prior to the event by the team members will be allowed.** Prior preparation of ice cream base necessary for the completion of final product is allowed. Ice cream base is a mixture of cream and eggs to which other ingredients are added and processed (manually) to produce the finished product. Professional recipes can be found in numerous culinary textbooks as well as cookbooks. Purchased ice cream is not allowed. Jams and jellies are allowed if they are used as an ingredient and not as a finished product. **It is suggested that when bringing ingredients such as these that you bring them in their original container.**
11. No equipment will be allowed to be checked-in during this period. Teams will bring all of their equipment to the competition area on Saturday, May 1 at their assigned Knife Skills time.
12. Should travel delays arise, and as a result a team is unable to check-in their ingredients during the times allotted on Friday, the team will be allowed to store those items in the ProStart refrigerated storage area. The team must contact their state ProStart Coordinator, who will contact NRA Solutions culinary competition coordinator to make arrangements to access the storage area. It is the team's responsibility to retrieve their products from the storage area and allow enough extra time prior to their assigned Knife Skills time on the day of Meal Preparation to check-in their product.
13. If a team determines that it needs to purchase items locally in Overland Park for competition, they will be allowed to check-in those items they shipped or traveled with on Friday, and then check-in any additional items at their assigned Knife Skills time on Saturday. If teams are checking-in additional items at their assigned Knife Skills time, teams need to allow approximately 45 minutes advance time for the checking-in of the additional items, prior to their Knife Skills start time.
14. During Product Check-in, teams will be issued the dishes they ordered for their meal presentation. It is the team's responsibility to review these dishes at that time. Event personnel will be present with the original order forms the team submitted to double check the order. It is also the team's responsibility to store their dishes on the speed rack provided by Event Organizers.

### **Knife Skills:**

1. Prior to the start of Knife Skills, teams must prepare sanitizer. Event organizers will provide sanitation solution for the event. It is the team's responsibility to mix their sanitizing solution to the proper strength themselves in the sanitation buckets they themselves provide. Team's sanitation solution will be tested by Safety and Sanitation judges for proper strength.

2. Each team will have 30 minutes to complete the Knife Skills portion of the competition. Each team will be required to select and execute any 4 of the 6 cuts listed below. Each student will execute only one of the required 4 cuts; it is not required that each student do all four of the cuts selected. When the team begins the Knife Skills portion of the event, they will be required to inform event personnel which cuts the team has selected. **IMPORTANT: AT THAT TIME, EACH STUDENT WILL BE RANDOMLY ASSIGNED ONE OF THE TEAM'S SELECTED CUTS BY JUDGES.** Recommended dimensions are listed after each cut. See *ProStart Year 1 page 194 for more information.*

**Julienne:** Cut into long, thin, rectangular pieces. 1/8" x 1/8" x 2/1/2"

**Brunoise:** Very small dice. 1/8" x 1/8" x 1/8"

**Chiffonade:** Leafy green vegetables such as spinach or basil that are stacked, rolled tightly, and then cut into long thin strips. Approximate width is 1/8".

**Medium Dice:** Cut into cube-shaped pieces. 1/2" x 1/2" x 1/2".

**Mince:** Cut very fine and evenly

**Diagonal:** Cut into pieces with diagonal edges with 1/4" thickness

3. The team will select and use the product(s) of their own choosing.
4. The finished cuts will be evaluated by the judges and then must be incorporated into the team's menu preparation. After evaluation, the finished cuts may be altered in preparation of the final dishes (i.e. julienne carrots may then be further diced or minced during meal preparation).
5. There is NOT an exact amount of product required to be provided by the teams, although there MUST be enough product for the judges to evaluate.

### Poultry Fabrication

1. Each student will be required to fabricate one (1) whole chicken into 8 pieces (2 breasts, 2 wings, 2 legs, and 2 thighs) with the long back removed.



2. **Students are not required to debone poultry.**
3. **Event Organizers will supply all chickens for fabrication.**
4. **Students will be issued chickens by Event Organizers prior to the Knife Skills portion of the competition.**
5. **Students will be allowed thirty (30) minutes to fabricate their chicken.**
6. **Fabrication will take place after Knife Skills and before Mise En Place and Meal Preparation.**
7. **Students may use their fabricated chicken in their meal preparation, but it is not required. If they choose not to use it, the Event Organizers will have another use for the poultry.**
8. **At completion of fabrication, the chicken is to be displayed on the student's cutting board with all waste and the long back.**
9. **The team will be judged on skill and technique, not on level of difficulty. Sanitation and safety will be strictly evaluated.**
10. **Judges will evaluate the students work at the completion of the Poultry Fabrication portion of the competition.**

#### **Mise En Place:**

1. During Mise En Place teams will not be allowed to:
  - Heat water or any liquid
  - Marinate any food
  - Perform any knife work
  - Begin cooking any items
  - Mix any ingredients
2. During Mise En Place teams will be allowed to:
  - Wash vegetables
  - Set their station
  - Obtain water from the kitchen
  - Measure dry and liquid ingredients

#### **Meal Preparation:**

1. During the competition, final meal preparation must be completed in a 60-minute time period. Event personnel will announce the time at 15-minute intervals. It is the responsibility of each team to know their start time and be ready to begin when their assigned time is announced. Individual timers will not be provided. Teams may bring a manual or battery-operated timer. Event personnel will keep official time. See *Penalties for points deducted for starting early or finishing late.*

2. The workspace will consist of two (2) eight-foot tables provided for each team. The tables will be set up in an “L” formation within a 10’ x 10’ foot space. All food preparation must be done within the workspace on the tables provided. Ice will be provided for each team during the competition. Running water will be available prior to and after the competition only.
3. All marinating must be done within the 60-minute meal preparation period.
4. Gloves will be worn when handling cooked or ready to eat food. Teams are responsible for providing their own gloves. If tongs are used, gloves are not necessary.
5. After a team completes their two (2) identical meals, the team will determine which meal is brought to the judges for tasting. Two (2) team members will transport the food to the judges’ table and leave immediately. This table will be set up in a separate but adjoining room. The meal delivered to the judges will receive the most critical judging. However, there should not be a major variance in composition of the finished plates. If there is a great variance, then the team will be assessed a penalty. *See Penalties for points deducted.* If the second meal is not prepared, the team will be disqualified.
6. Teams will leave the food preparation area only when their preparation and clean-up are completed. Teams have 30 minutes to clean their work area. *See Penalties for points deducted.*

**Penalties:**

1. Team does not leave station in a sanitary manner:  
Deduction of 3 points. Work area should be left in the same condition as when team arrived.
2. Team begins Meal Preparation before their assigned start time:  
Deduction of 1 to 10 points. One (1) point per minute up to 10 minutes. Over and above 10 minutes the team is disqualified.
3. Team does not complete Meal Preparation within allotted time:  
Deduction of 1 to 10 points. One (1) point per minute up to 10 minutes. After 10 minutes the team is disqualified.
4. Team uses pre-prepared ingredients:  
Deduction of 5 points.
5. Team does not produce two (2) identical meals:  
Deduction of 2 points. There should minimal variance between the two (2) prepared meals.
6. Team uses dishes/glassware other than those provided by Event Organizers:  
Deduction of 5 points.
7. Team did not submit recipes and costing at Product Check-in:  
Deduction of 2 points.
8. Replacement product did not meet requirements and was discarded:  
Deduction of 3 points.

**Culinary Specific Disqualifications (see *additional General Disqualifications on page 2*):**

3. Team will be disqualified if it uses electric, battery-operated and/or additional butane burners.
4. Team must prepare two complete meals. If the second meal is not prepared, the team will be disqualified.
5. Team starts more than 10 minutes early, or finishes Meal Preparation more than 10 minutes late.

**Event Personnel:**

8. Event Organizers (NRA Solutions staff members)
9. Judges from colleges/universities and the restaurant and foodservice industry. There will also be one lead NRA Solutions judge.
10. All judges will be consistent from team to team (i.e. judges scoring team presentation/work skills will be responsible for that category across all competitors)
11. Judges will cover the following categories. *See Appendix H for sample score sheet:*

Shipping and Receiving:	<b>Number of judges TBD</b>
Knife Skills	<b>Number of judges TBD</b>
Team Presentation/Work Skills/Org.:	<b>Number of judges TBD</b>
Safety and Sanitation:	<b>Number of judges TBD</b>
Product Taste:	<b>Number of judges TBD</b>
Finished Product:	<b>Number of judges TBD</b>
Menu and Recipe Presentation:	<b>Number of judges TBD</b>

**Attendees:**

Mentors, teachers, chaperones, parents, etc. are encouraged to attend the competition. However, space is limited.

## Appendix A

### Written Proposal Outline & Checklist

The information in the written proposal must be presented in the following order:

- Executive Summary
- Table of Contents
- Restaurant concept description
  - Type of establishment
  - Type of cuisine served
  - Meals served
  - Hours of operation
  - Location of restaurant
  - Target market
- Description of interior and décor
- Interior diagram
- Organizational chart
- Listing of 9 menu items
- Recipes (may be included as Appendix instead)
- Costing (may be included as Appendix instead)
- Photos of menu items
- Sample of how menu will be presented
- 2 marketing tactics
  - Description
  - Goal
  - Budget (may be included as Appendix instead)
  - Sample
- Conclusion

## **Appendix B**

### **Location Description – ProStartville, USA**

#### **Demographics:**

ProStartville is a suburb 25 miles west of a major metropolitan city, connected on all sides to similar, surrounding suburbs. Residents and visitors are drawn to the blend of big-city comforts and small-town charm that makes ProStartville an excellent place to live, work, shop and play. From its top-ranked schools and picturesque downtown to its historic neighborhoods and dynamic community, ProStartville is a comfortable place to call home.

- Population – 55,000
- Median age – 38
- Families – represent 71% of the population
- Median Income – \$85,000

#### **Market Analysis:**

- School – There are 13 grade schools, 4 middle schools and 2 high schools serving the city's 12,000 K-12 grade students.
- College – There is a private college in the downtown district with 2,500 students. A community college with an average student population of 26,000 is located just over the city lines in an adjacent community.
- Business District – A downtown business district is located in the center of the city, and houses various businesses and restaurants. Running through the downtown district is a commuter train line that connects to the major metropolitan city. There is also an upscale shopping district located in a different part of the city.

#### **Business & Industry:**

ProStartville is not only a great place to live, it's also a great place for a business to call home. With a revitalized downtown, several thriving retail districts and a convenient location in the major city's western suburbs, businesses - like residents - are drawn to ProStartville. More than 1,700 businesses are located in ProStartville, employing 20,000 individuals.

#### **Local Points of Interest:**

- Local activities – The downtown district hosts farmers markets and other events throughout the year. The Park District oversees 800 acres of land and 52 parks, offering an impressive array of outdoor activities.
- Sports complex – Approximately 5 miles away is a sports complex for numerous softball/baseball/soccer games during the spring/summer months.
- Entertainment – With a vibrant downtown, several shopping districts, museums, theaters and more, there's always something happening in ProStartville.

## Ad Rates:

Students are not required to use any of the following marketing options (except for Newspaper Ad) in their proposal. However, if you do decide to use one of these options you must use the pricing provided below for your expense budget.

### Newspaper (rate per inch):

<b>Annual Volume</b>	<b>Daily</b>	<b>Sunday</b>
Open	\$133.95	\$136.30
\$20,000	\$110.00	\$112.10
\$50,000	\$100.15	\$102.45
\$75,000	\$97.00	\$99.35
\$100,000	\$93.15	\$95.45

Repeat Discount: 30% discount on repeat ads within 7 days of first insertion. Repeats must be identical ads.

Multiple Page Discount: Multiple pages in the same issue receive a 30% discount on second and subsequent pages in that issue.

To determine the price structure for an advertisement you will need to determine your add size by total inches using length by width (example 3x4 = 12 inches). The above rates are based on an annual contract. The more ads you commit to run, the lower your cost per inch.

*Example: 3 x 4 inch advertisement = 12 inches  
You've committed to spending \$50,000 on newspaper advertising  
To run this ad on Monday the cost would be \$1201.80*

### TV Advertisement:

Development & production – \$275,000 for one 30-second commercial

Air Time – Morning News \$200 for 30 sec/\$100 for 15 sec

Prime Time \$1,000 for 30 sec/\$500 for 15 sec

Evening News \$500 for 30 sec/\$250 for 15 sec

### Radio:

Development – \$45,000 for two 30-second commercials

Air Time – \$362.00 for a 30-second spot

### Billboard (digital billboard with rotating ads):

<b># of Boards</b>	<b>Seconds per Spot</b>	<b>Four Week Rate for 1 Position</b>
9	10	\$67,500
7	10	\$52,500
1	10	\$7,500
1 (Train Market)	10	\$7,500

Website:

Development – \$2,000

Monthly Hosting – \$50

Print: For print material you will need to use FedEx Kinkos as your pricing source. To find the nearest FedEx Office location nearest you go to the following website:

<http://www.fedex.com/us/officeprint/main/index.html>

You can call or email a location to receive a price quote; long distance phone calls are not necessary.

Electronic Marketing: Fishbowl provides on-demand marketing software solutions designed to address the specific needs of the restaurant industry. Products include: email marketing, mobile marketing, online ordering, and online reservations. Go to [www.fishbowl.com](http://www.fishbowl.com) for more information. Pricing and information for email marketing is below.

Fishbowl's Local solution brings messaging best practices to the independent operator – brand messaging, recurring loyalty messaging, and local store marketing, using a design and promotional library with hundreds of restaurant-oriented email templates and editable pre-written campaigns. In-store data entry, premium deliverability & results tracking, and unlimited list growth are all bundled into a single package price to ensure a predictable monthly budget – no add-ons, no overage charges. Fishbowl's web-based tools are easy to navigate and use, but our client support team is always available as a partner to help you build customer loyalty and generate return visits.

<b>Product</b>	<b>NRA Member Pricing</b>
Fishbowl Email Marketing	Set-up Fee: \$0 Per Store Monthly 1 <sup>st</sup> location: \$179.00 02-05 locations: \$152.24 06-10 locations: \$143.28 11-20 locations: \$125.37

## Appendix C

### Restaurant Segment Definitions

**Family Dining Fullservice Restaurant** - Establishment providing waiter/waitress service, and the order is taken while the patron is seated. Patrons pay after they eat. Average per-person dinner checks of \$10 or less.

*Examples:*

Pizza Hut  
IHop

**Casual Dining Fullservice Restaurant** - Establishment providing waiter/waitress service, and the order is taken while the patron is seated. Patrons pay after they eat. Average per-person dinner checks in the \$10 - \$25 range.

*Examples:*

Olive Garden  
Buca di Beppo  
Houlihan's

**Fine Dining Fullservice Restaurant** - Establishment providing waiter/waitress service, and the order is taken while the patron is seated. Patrons pay after they eat. Average per-person dinner checks of \$25 and above.

*Examples:*

Capital Grille  
Sullivan's  
French Laundry

**Quickservice (Fast Food) Restaurant** - Establishments primarily engaged in providing food service where patrons generally order or select items and pay before eating. Food and drink may be consumed on premises, taken out or delivered. Also includes snack and nonalcoholic beverage bars. Checks average in the \$3 - \$6 range.

*Examples:*

McDonald's  
Burger King  
Taco Bell

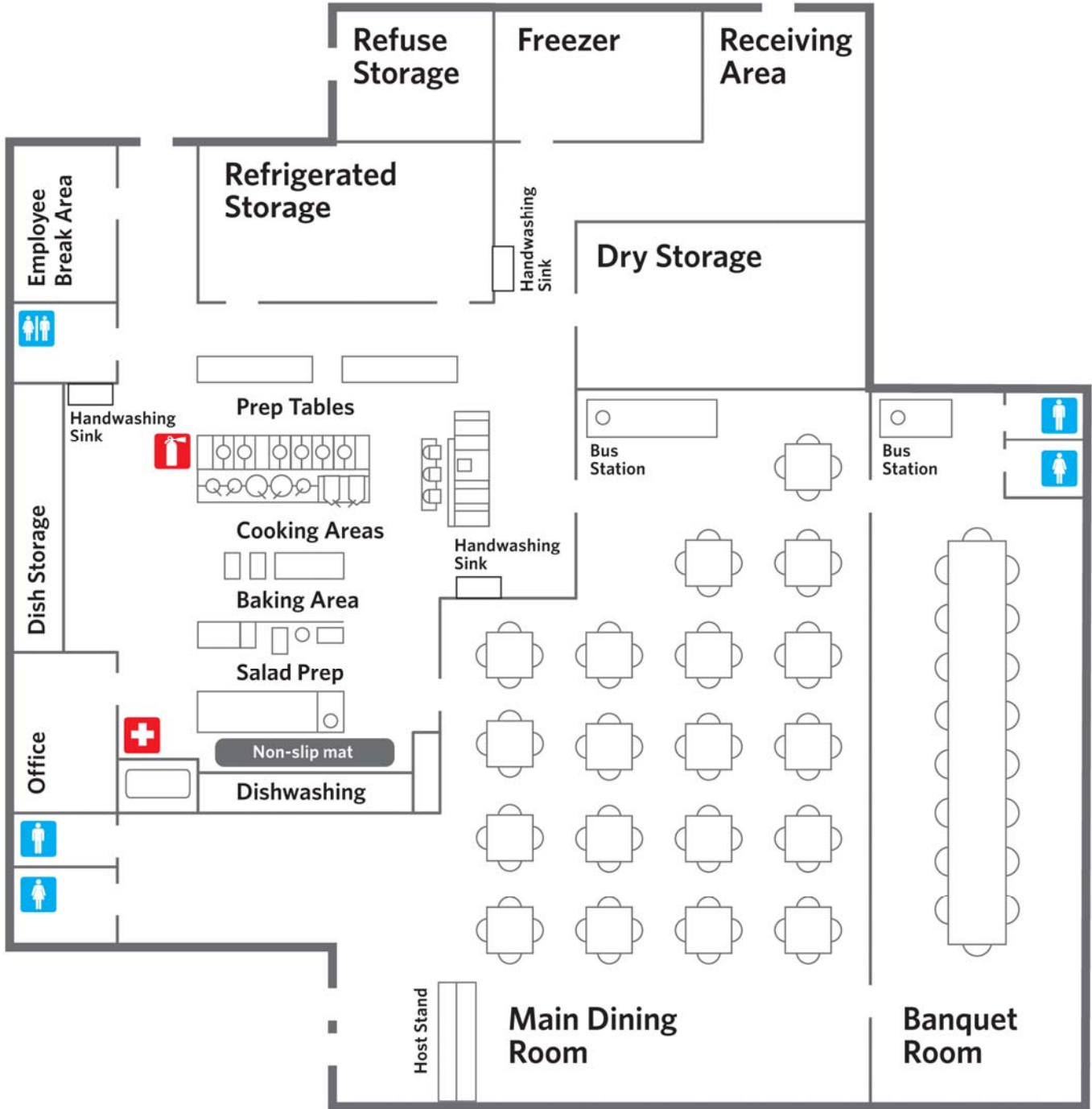
**Quick-Casual Restaurant** - Quick Casual restaurants are defined as attractive and comfortable establishments serving freshly prepared, wholesome quality, authentic foods in a reasonably fast service format. Checks average in the \$7 - \$9 range.

*Examples:*

Bakery cafes - Panera Bread, Corner Bakery  
Deli sandwich - Briazz, Cosi, McAlister's, Pret A Manger  
Mexican - Baja Fresh, Chipotle, Rubio's, LaSalsa, Qboda  
Home Meal Replacement - Boston Market, Koo Koo Roo  
Italian - Fazoli's, Pompei Bakery, Pasta Bravo

Appendix D

Sample Restaurant Diagram



## Appendix E

### Food Costing Example ProStart Year 1 Chapter 10, pg. 390

Ingredient	Amount	Unit cost
Unsweetened Chocolate	1 lb.	\$5.50 / lb.
Butter	1 lb. 8 oz.	2.50 / lb.
Eggs	1 lb. 8 oz.	5.50 / lb.
Sugar	3 lb.	2.50 / lb.
Vanilla	2 T	6.50 / pt.
Cake flour	1 lb.	3.50 / lb.
Baking soda	1 ½ t	2.75 / lb.
Chopped walnuts / pecans	1 lb.	1.49 / lb.

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Ingredient	Amount x unit cost	Ingredient Cost
Unsweetened Chocolate	1 lb. x \$5.50 =	5.50
Butter	1.5 lb. x 2.50 =	3.75
Eggs	1.5 lb. x 5.50 =	8.25
Sugar	3 lb. x 2.50 =	7.50
Vanilla	$\$6.50 \div 32 = 0.203 \times 2 =$	.41
Cake flour	1 lb. x 3.50 =	3.50
Baking soda	$\$2.75 \div 96 = 0.029 \times 1.5 =$	.04
Chopped walnuts / pecans	1 lb. x \$1.49 =	1.49
<b>Total cost of recipe</b>		<b>\$36.45</b>

Note: Seasonings such as salt and pepper and dried herbs and spices do not need to be individually costed out. Instead, if using these items in your recipes add 1 % of the total food cost of the recipe to the total cost.

When applying the 33% food cost percentage to individual portions it is permissible to round up to an appropriate menu price, within reason.

## Appendix F

### Sample Management Competition Timeline

#### Day 1

Team	Judge preview	Start Presentation	Start Q&A	End Q&A/ Set up Booth	Visual Display/Critical Thinking	End
1	7:00	7:05	7:15	7:20	7:30	8:15
2	7:20	7:25	7:35	7:40	7:50	8:35
3	7:40	7:45	7:55	8:00	8:10	8:55
4	8:00	8:05	8:15	8:20	8:30	9:15
5	8:20	8:25	8:35	8:40	8:50	9:35

20 minute break

6	9:00	9:05	9:15	9:20	9:30	10:15
7	9:20	9:25	9:35	9:40	9:50	10:35
8	9:40	9:45	9:55	10:00	10:10	10:55
9	10:00	10:05	10:15	10:20	10:30	11:15
10	10:20	10:25	10:35	10:40	10:50	11:35

25 minute break

11:05	11:15	1	2
11:15	11:25	3	4
11:25	11:35	5	6
11:35	11:45	7	8
11:45	11:55	9	10

lunch

11	1:00	1:05	1:15	1:20	1:30	2:15
12	1:20	1:25	1:35	1:40	1:50	2:35
13	1:40	1:45	1:55	2:00	2:10	2:55
14	2:00	2:05	2:15	2:20	2:30	3:15
15	2:35	2:40	2:50	2:55	3:05	3:50
16	2:55	3:00	3:10	3:15	3:25	4:10
17	3:15	3:20	3:30	3:35	3:45	4:30

30 minute break

4:00	4:10	11	12
4:10	4:20	13	14
4:20	4:30	15	16
4:30	4:40	17	

#### Day 2

Team	Judge preview	Start	Start Q&A	End Q&A/ Set up Booth	Visual Display/Critical Thinking	End
18	7:00	7:05	7:15	7:20	7:30	8:15
19	7:20	7:25	7:35	7:40	7:50	8:35
20	7:40	7:45	7:55	8:00	8:10	8:55
21	8:00	8:05	8:15	8:20	8:30	9:15
22	8:20	8:25	8:35	8:40	8:50	9:35

20 minute break

23	9:00	9:05	9:15	9:20	9:30	10:15
24	9:20	9:25	9:35	9:40	9:50	10:35
25	9:40	9:45	9:55	10:00	10:10	10:55
26	10:00	10:05	10:15	10:20	10:30	11:15
27	10:20	10:25	10:35	10:40	10:50	11:35

25 minute break

11:05	11:15	18	19
11:15	11:25	20	21
11:25	11:35	22	23
11:35	11:45	24	25
11:45	11:55	26	27

lunch

28	1:00	1:05	1:15	1:20	1:30	2:15
29	1:20	1:25	1:35	1:40	1:50	2:35
30	1:40	1:45	1:55	2:00	2:10	2:55
31	2:00	2:05	2:15	2:20	2:30	3:15
32	2:20	2:25	2:35	2:40	2:50	3:35

30 minute break

3:15	3:25	28	29
3:25	3:35	30	31
3:35	3:45	32	

## Appendix G

### Sample Management Judging Sheets

**Criteria** **Max Points** **Score**  
**Written Proposal (25 points)**

Restaurant Concept (5 points)

Description of concept (1/4 pt each category below) <ul style="list-style-type: none"> <li>• Type of establishment</li> <li>• Meals served</li> <li>• Hours of operation</li> <li>• Type of cuisine served</li> <li>• Location of restaurant</li> <li>• Target market</li> </ul>	1.5	
Interior and décor <ul style="list-style-type: none"> <li>• Does it match concept</li> <li>• Samples given - paint swatches, drawings or pictures of tables/chairs/artwork/lighting</li> </ul>	1	
Restaurant diagram/layout <ul style="list-style-type: none"> <li>• Paper size (max 11" X 17")</li> <li>• Flow of space</li> <li>• Necessary features (bus stations, host stand, etc.)</li> <li>• Appropriate equipment</li> </ul>	1.5	
Organizational chart <ul style="list-style-type: none"> <li>• Does the staffing fit the concept</li> <li>• All positions accounted for (FOH, BOH, janitorial, etc.)</li> <li>• Proper organization of chart</li> </ul>	1	

Menu (10 points)

Matches restaurant concept	1	
Description of 9 items	1	
Appropriate menu mix	1	
Sample of how presented <ul style="list-style-type: none"> <li>• Easy to read</li> <li>• Does type of menu fit concept (i.e. menu board for fast-food restaurant)</li> </ul>	1	
Recipes, costing, pricing <ul style="list-style-type: none"> <li>• Used official template</li> <li>• Sources listed</li> <li>• Used 33% food cost</li> <li>• Prices for all items based on calculated prices for 3 items</li> </ul>	5	
Photos	1	

Marketing Plan (10 points)

Matches restaurant concept	1	
Tactic descriptions <ul style="list-style-type: none"> <li>• Will it reach target market</li> </ul>	2	
Tactic goals	2	
Tactic budgets	2	
Samples	2	
Creativity	1	

**Verbal Presentation (30 points)**

Organization of presentation	3	
Presentation skills • Ability to sell concept • Easy to hear/understand • Professionalism	5	
Slideshow • Supports/illustrates/complements verbal presentation • Neat • Readable • Creative	7	
Relevancy of material presented • Reflect the written presentation • Material presented was appropriate for a verbal presentation	5	
Q & A - Depth of overall knowledge	10	

**Visual Display (15 points)**

Overall appearance of display • Neat • Logically laid out • Appropriate use of space	4	
Matches restaurant concept	4	
Name and description	1	
Restaurant diagram/layout	1	
Sample menu presentation	1	
Sample marketing campaigns	1	
Creativity	3	

**Critical Thinking (30 points)**

Teamwork	3	
Presentation skills • Ability to sell solution • Easy to hear/understand • Professionalism	3	
Category 1	6	
Category 2	6	
Category 3	6	
Category 4	6	

**Total Points****100****Penalties**

Not dressed in uniform	5
Included more or less than 9 menu items	5
Included more or less than 2 marketing tactics	5
Prepared incorrectly (not typewritten, bound, extra information included)	5
All 8 written proposal copies are not identical	5
Visual display not made of corrugated cardboard or foam core	5
Visual display exceeds max dimensions	5
Additional display materials	5
Visual display does not include team name, school, state	1
All members of team did not substantially present	5 pts per student

Exceeded max verbal presentation time  
Team did not spend 45 minutes with visual display

1 pt per minute  
5

**Disqualification**

Team did not arrive on time to compete  
Missed Orientation  
Received coaching  
Did not compete in each event (written, verbal, display, critical thinking)  
Verbal presentation ran more than 4 minutes over allotted time  
Used unauthorized features (embedded video, sound, etc.) in slideshow

## Appendix H

### MEAL PRESENTATION RATING SHEET

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE
<b>Shipping &amp; Receiving</b>						
<b>Shipping &amp; Receiving</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Proper Temperature</li> <li>• Proper Packaging</li> </ul>	0	0	1	2	3	
<b>Knife Skills</b>						
<b>Knife Skills</b> <ul style="list-style-type: none"> <li>• Consistency</li> <li>• Accuracy</li> <li>• Safety</li> <li>• Waste</li> </ul>						
Competitor 1	1	2	3	4	5	
Competitor 2	1	2	3	4	5	
Competitor 3	1	2	3	4	5	
Competitor 4	1	2	3	4	5	
<b>Poultry Fabrication</b>						
<b>Poultry Fabrication</b> <ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Safety</li> <li>• Waste</li> </ul>						
Competitor 1	1	2	3	4	5	
Competitor 2	1	2	3	4	5	
Competitor 3	1	2	3	4	5	
Competitor 4	1	2	3	4	5	
<b>Team Presentation/Work Skills/Organization</b>						
<b>Team Appearance</b> Including but not limited to: <ul style="list-style-type: none"> <li>• White Chef Coats</li> <li>• Black or checkered pants</li> <li>• Uniform clean &amp; presentable</li> <li>• Hard sole shoes</li> <li>• Hats (provided)</li> <li>• Team uniformity</li> </ul>	0	1	2	3	4	

<p><b>Work Organization/ Cooperation</b> Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Utilization of a team plan</li> <li>• Mastery of skills required for individual tasks</li> <li>• Workload evenly distributed</li> <li>• Team cohesiveness</li> <li>• Communication</li> <li>• Professionalism</li> <li>• Proper mise en place</li> <li>• Proper time management</li> </ul>	0	1	2	3	4	
<p><b>Proper Cooking Procedures</b> Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Appropriate cooking method for product used</li> <li>• Required cooking techniques used</li> <li>• Cooking procedures done in a time efficient manner</li> <li>• Proper amount of product for recipe requirements</li> <li>• Effective use of remaining product</li> </ul> <p><i>Please refer to ProStart® Year 1, Ch. 4 and Section 3</i></p>	1	2	3	4	5	
<p><b>Proper Use of Equipment &amp; Tools</b> Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Proper pans &amp; tools for intended use</li> </ul> <p><i>Please refer to ProStart® Year 1, Ch. 5</i></p>	1	2	3	4	5	
<b>Safety &amp; Sanitation</b>						
<p><b>Follows Safety &amp; Sanitation Procedures</b> Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Personal Hygiene</li> <li>• Proper knife safety</li> <li>• Proper use and handling of food contact surfaces</li> </ul> <p><i>For additional information refer to ProStart® Year 1, Ch. 2</i></p>	1	2	3	4	5	

<b>Proper Food Handling</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Proper use of gloves</li> <li>• Appropriate temperature control of ingredients</li> <li>• Proper sanitation practices regarding food contact surfaces</li> <li>• Proper storage of food</li> <li>• Avoidance of cross contamination</li> </ul> <i>For additional information refer to ProStart® Year 1, Ch.2</i>	1	2	3	4	5	
<b>Work Area Cleaned</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Work area cleaned in appropriate time frame</li> </ul>	0	1	2	3	4	
<b>Product Taste</b>						
<b>Product Taste - Starter</b> A subjective category based on first tasting judge's preference	1-2	3-4	5-6	7-8	9-10	
<b>Finished Product</b>						
<b>Degree of Difficulty - Starter</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Creativity</li> <li>• Complicated techniques</li> </ul> <i>(i.e.: Homemade pasta, spun sugar bowl, etc.)</i>	1	2	3	4	5	
<b>Appearance - Starter</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Balance of color</li> <li>• Shape</li> <li>• Texture</li> <li>• Portion Size</li> </ul> <i>Please refer to ProStart® Year 1, Ch. 9, and Section 3</i>	1	2	3	4	5	
<b>Product Taste</b>						
<b>Product Taste - Entrée</b> A subjective category based on the second tasting judge's preference	1-4	5-8	9-12	13-16	17-20	
<b>Finished Product</b>						
<b>Degree of Difficulty - Entrée</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Creativity</li> <li>• Complicated techniques</li> </ul> <i>(i.e.: Homemade pasta, spun sugar bowl, etc.)</i>	1	2	3	4	5	

<b>Appearance - Entrée</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Balance of color</li> <li>• Shape</li> <li>• Texture</li> <li>• Portion Size</li> </ul> <i>Please refer to ProStart® Year 1, Ch. 9, and Section 3</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Product Taste</b>						
<b>Product Taste - Dessert</b> A subjective category based on the dessert judge's preference	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>9-10</b>	
<b>Finished Product</b>						
<b>Degree of Difficulty - Dessert</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Creativity</li> <li>• Complicated techniques</li> </ul> <i>(i.e.: Homemade pasta, spun sugar bowl, etc.)</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Appearance - Dessert</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Balance of color</li> <li>• Shape</li> <li>• Texture</li> <li>• Portion Size</li> </ul> <i>Please refer to ProStart® Year 1, Ch. 9, and Section 3</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Menu and Recipe Presentation</b>						
<b>Presentation</b> Including but not limited to: <ul style="list-style-type: none"> <li>• Typewritten</li> <li>• Recipe structure</li> <li>• Menu presentation</li> <li>• Food costing</li> <li>• Menu Pricing</li> <li>• Within Food cost guidelines</li> <li>• Sources and acknowledgements listed</li> </ul> <i>Please refer to rule book page 4-5</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Reason for Disqualification:</b> ____ Team received coaching during the event. ____ Team used an electric/battery operated device or additional butane burner. ____ Team did not produce two (2) complete meals. ____ Team started Meal Preparation more than 10 minutes early.			<b>Reason for Penalty:</b> ____ Team did not leave station in a sanitary manner. 3 points. ____ Team did not complete within allotted time. 1 pt/min. up to 10 minutes ____ Team started early. 1 pt/min. up to 10 minutes. ____ Team uses pre-prepared ingredient. 5 points.			

\_\_\_\_\_ Team completed Meal Preparation more than 10 minutes late.

\_\_\_\_\_ Team did not arrive at proper time.

\_\_\_\_\_ Team did not compete in each event.

\_\_\_\_\_ Team produces two meals, but not identical. 2 points.

\_\_\_\_\_ Team uses dishes/glassware other than those provided by event organizers. 5 pts.

\_\_\_\_\_ Team food did not pass temperature danger zone/stored/transported by final deadline. 3 points.

\_\_\_\_\_ Team did not submit recipe/food costings at Product Check-in. 2 points.