



## 2025 Training Class Emcee Guidelines

### Opening Emcee (Sue will have you start right after we start recording)

- Give class name and introduce self: My name is \_\_\_\_\_ and I will be certified by the University of California as a Master Food Preserver Volunteer in 2025.
- Explain our UC affiliation: *We are a volunteer organization within the University of California Cooperative Extension, trained and certified by the University of California.*
- State our mission when the slide pops up: *to keep Californians safe and well as they use culturally appropriate, research-based practices to safely preserve food in the home, reducing food waste, increasing food security, and providing engaging ways for Californians to explore healthy food.*)
- Explain we may mention various products and brands throughout the class as examples, they are not endorsements
- Introduce all MFPs involved with teaching the class. (*Contact Sue in advance to get names/roles.*) Include the behind the scenes Zoom moderator in the introductions.
- Explain the class goals, pre-class activities that were to be completed, general agenda for the class, including breaks. (*Sue will send you the emcee class slides with this information*)
- Remind people to feel free to take any bio breaks as necessary; the class is being recorded in case you need to view anything you missed.
- Give reminder to stay on mute unless answering/asking a question, and to refrain from

### Conclude program (5 minutes before end of class)

- Any final questions?
- Sue will give you the closing emcee slides which recap the class goals. Share an interesting thing you learned or food preservation project based on the class that you want to try to make it personal.
- Give next training class topic, date and recap class homework assignments.
- Remind people they should receive a post-class evaluation in their browser when they leave the Zoom session; please take a couple of minutes to give your feedback.
- To practice for your program's public classes (*use your county's information – see coordinator for specific details*):
  - Sign up for our email list to receive notices about upcoming events.
  - If interested in applying for our program to become a volunteer and teach others what you've learned today, sign up on our training interest list.
  - Find us on Facebook! Search for Master Food Preserver <county>; "Like Us"
- Thank all for attending