



Instructor Guidelines Form

Updated 10/5/23

General Guidelines:

- Classes should be focused in the areas of natural food, health, food justice, and cooperative education.
- Education class presenters should avoid sales pitches. Education classes should provide information, not sell a product or a service. It is acceptable for attendees to ask for your business card, buy what you sell, or sign up for a service, so long as the basic content of the presentation is not geared toward sales.
- Everyone is welcome at Harmony Co-op. No one should be made to feel unwelcome at a workshop due to religion, race, gender, sexual orientation, physical or mental disability, veteran status, public assistance status, or any other status protected by law.
- Classes must begin at 5:30pm and end no later than 7:30pm.
- We understand that things happen and you may need to cancel your class. Please do your best to give us a 14-day (at least) notice so we can arrange a substitute class. In case of weather emergencies, Harmony Co-op reserves the right to cancel in the interest of safety; we will do our best to reschedule your class for a different evening.
- Any food product used in a class at Harmony Co-op must also be available for sale at the store. Any exceptions can be made on a case-by-case basis by arrangement with the education specialist.

Harmony Co-op Will Provide:

- Classroom space and equipment.
- Participant registration and collection of fees (if applicable) on our website and in-store.
- Advertisement of the class in local papers/online calendars, newsletters (when applicable), as well as our website, social media accounts, and in-store signage.



Angie Ness (Split Oak Farms)
teaching a class about making Sushi!



Muriel Kingery (Sundog Handmade)
teaching a class about Scones!



Amber Lynne (Table for 7) teaching
a class about Herbs and Vinaigrettes!

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Expectations for Instructors:

Classes are scheduled at least one month in advance in order to allow appropriate time for promotion.

Presenters will be asked to provide the following information for class descriptions:

1. Class Title – Note: short titles are more effective visually
2. Text – a short description of the class; maximum of 100 words
3. Bio – a couple of sentences about yourself

(Please remember to mention if you are a co-op member)

Note: Harmony Co-op reserves the right to edit text.

- Instructors are encouraged (but not required) to bring literature to hand out to class participants.
- Please provide Harmony Co-op with an ingredient list and a menu at least 14 days before the class date so that we can make sure we have all necessary items available and make necessary promotional material.

Day of Presentation

- Please arrive at least 60 minutes before the workshop (or as prearranged with the education specialist) in order to welcome early arrivals and make sure the room is open and set up as you need it. Please come as early as needed for cooking class preparation.
- In the case that no one is there to attend the education class when it is scheduled to begin, please wait 30 minutes after the scheduled start time to make sure there are no latecomers.
- All classroom equipment is available for instructor use. Please notify us in the week before the event about any specific needs.
- All presenters are asked to spend a few minutes welcoming people to the co-op. Information about ownership at the co-op should be available at this time.
- As an instructor at Harmony Co-op, we ask that you represent the co-op in a positive manner and provide information about the co-op to the best of your ability.



Mark Schultz teaching a class how to make Pasties- a classic British baked pastry



Michelle Marion teaching an Ojibwe Fall Favorites Class featuring squash!

If you have any further questions about being an instructor, feel free to email us at: education@harmonyfoods.coop

