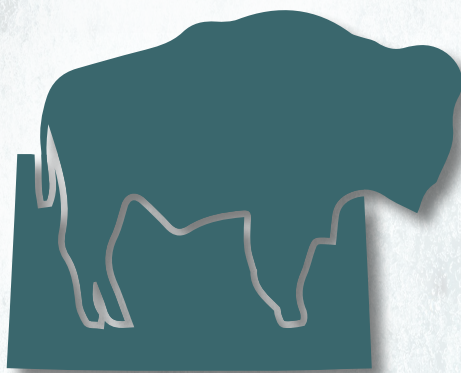




WHTC

Wyoming Hospitality & Travel Coalition
Education Foundation

2026

— PROSTART INVITATIONAL — RULE BOOK



WYOMING
PROSTART
INVITATIONAL



PO Box 1003
Cheyenne, WY 82003

tate@wyohc.org
whtcef.org

Board of Directors

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Casey Shinkle
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Education Director

2026



SCHEDULE

FEB 23

8:00 AM **CULINARY COMPETITION** CHEYENNE ROOM

8:00 AM **BREAD COMPETITION** SINCLAIR ROOM

11:30 AM **LUNCH**

6:00 PM **WY PROSTART NIGHT OUT** TBD

FEB 24

8:00 AM **CAKE COMPETITION** CHEYENNE ROOM

8:00 AM **MANAGEMENT COMPETITION** SINCLAIR ROOM

11:30 AM **LUNCH**

6:00 PM **SALUTE TO THE INDUSTRY GALA** GRANDBALLROOM





The Wyoming Hospitality and Tourism Coalition Education Foundation is proud to announce the 23rd Annual Wyoming ProStart Invitational, taking place in Cheyenne, Wyoming, during the 2026 Governor's Hospitality & Tourism Convention a milestone year celebrating the 75th anniversary of the Wyoming Hospitality and Travel Coalition.

This year's event promises to be our most dynamic and inspiring yet. As we continue to grow and adapt alongside our ever-evolving industry, the Invitational will once again be a two-day competition, providing students with even more opportunities to showcase their talent, creativity, and leadership. Please see the attached schedule for complete details. We encourage you to carefully review all materials related to this year's competition.

Included, you will find six essential documents:

- Intent to Participate
- Teacher of the Year
- Most Wanted Employee
- Registration Forms
- Student Waivers
- Updated Rules

Each year, we are inspired by the incredible skill, teamwork, and professionalism our students bring to this event and 2026 will be no exception. We look forward to welcoming you and your students to Cheyenne this January as part of Wyoming's largest hospitality and tourism gathering.

Thank you for your continued dedication to developing the next generation of hospitality leaders. Your passion, mentorship, and commitment make this program thrive year after year. We're honored to work alongside you as we celebrate excellence in education and the bright future of Wyoming's hospitality industry.

We can't wait to see you in Cheyenne for this special 75th anniversary celebration of hospitality, education, and opportunity.

Warm Regards,

WHTCEF
Education Director



The Wyoming ProStart Invitational showcases the culinary and academic talents of high school ProStart Students. Winning teams receive a variety of prizes and scholarships to pursue post-secondary education. All competitors enjoy the opportunity to meet and network with their peers, post-secondary representatives and industry partners.

To be represented at the Wyoming ProStart Invitational, the sponsoring organization **MUST** complete and return a signed copy of the “**Intent to Participate**”.

Eligibility Summary:

This information is provided as a guide only; for specific details on eligibility and other information refer to the official rules. For other questions please contact the State office at tate@wyohtc.org.

- Competing Culinary and Management team members must be currently enrolled in a confirmed ProStart program as to the date of the Wyoming ProStart Invitational.
- Baking Competition is open to all FACS programs, they are not eligible for Nationals. These events are non-sanctioned Wyoming ProStart Competitions Only.
- Each team must be comprised of two (2) to four (4) student team members, one (1) option team manager (five total students), one to two (1-2) educators and one (1) optional industry mentor (total maximum of eight individuals).
- Competition space and hotel rooms will be available at discounted rates for competing teams and spectators.
- Schools are responsible for making their own travel arrangements and for the cost of travel, housing, transportations, and incidental expenses.



INTENT TO PARTICIPATE FORM

2026 WYOMING PROSTART INVITATIONAL

PLEASE INDICATE HOW MANY TEAMS YOU WILL BE BRINGING

The Wyoming ProStart Invitational will be held at the Little America Hotel and Resort. The following information is provided for planning and budgeting purposes only; detailed information will be sent closer to the event.

Schedule of Events

Please note the final schedule will be released on or before January 15, 2026. Team competition times will be released one week prior to event.

Intent to Participate Forms

Due no later than **November 26, 2025**

Registration

Registration forms can be found below and final cost to compete. Registration will be open **December 1, 2025 - January 15, 2025**

Student Waivers

Each student will be required to have a signed waiver to compete before stepping onto the competition floor.

Rules

(Note the staff and board of the WHTCEF have final say on all rulings and decisions, all decisions will be made on a case by case basis as they arise)

- Culinary Pg. 23
- Management Pg. 44
- Cake Baking Pg. 67
- Bread Baking Pg. 82

1. Culinary Competition

Yes our school will participate: _____

No our school will not participate: _____

How many teams do you plan to have compete: _____

2. Management Competition

Yes our school will participate: _____

No our school will not participate: _____

How many teams do you plan to have compete: _____

3. Non-Sanctioned Baking Competition

Yes our school will participate: Bread: _____ Cake: _____

No our school will not participate: _____

How many teams do you plan to have compete: _____

School Name

Signature of Educator

Return this completed and signed form no later than
November 26, 2025 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Intent to Participate “School Name”



TEACHER OF THE YEAR NOMINATION FORM

2026 WYOMING PROSTART INVITATIONAL

Name of Nominee: _____

Nominee School: _____

Please include with the nomination form a one page letter on why this person should win the title of Teacher of the Year. Include accomplishments, how they have helped you, what they are doing to make a difference, etc. This competition is open to all Teachers and former educators of the ProStart Program. This award will be given annually and finalists will be notified prior to the Annual Wyoming ProStart Competition. Finalists and Winners will be selected by the WHTCEF Staff and Board of Directors. Judgments will be based on their involvement, achievements and dedication to the Wyoming ProStart Program.

Name of Nominator: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Teacher of the Year Nomination

MOST WANTED EMPLOYEE NOMINATION FORM

2026 WYOMING PROSTART INVITATIONAL

Name of Nominee: _____

Nominee School: _____

Please include with the nomination form a one page letter on why this student should win the title of Most Wanted Employee. Include accomplishments, how they have helped you, what they are doing to make a difference, etc. This competition is open to all Students of the ProStart Program. This award will be given annually and finalists will be notified prior to the Annual Wyoming ProStart Competition. Finalists and Winners will be selected by the WHTCEF Staff and Board of Directors. Judgments will be based on their involvement, achievements and dedication to the Wyoming ProStart Program.

Name of Nominator: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Most Wanted Employee Nomination



CULINARY TEAM REGISTRATION FORM

2026 WYOMING PROSTART INVITATIONAL

\$105 PER STUDENT REGISTRATION FEE

High School: _____ Team Name: _____

Student Name	Enrolled in ProStart 1 or 2	Other Event Participation
-----------------	--------------------------------	------------------------------

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Team Manager: _____

Number of Competitors: _____ x \$105 = _____
**Schools are only required to pay ONE registration fee per student

Mentor Names: _____

Teacher Signature: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Culinary Team Registration “School Name”



MANAGEMENT TEAM REGISTRATION FORM

2026 WYOMING PROSTART INVITATIONAL

\$105 PER STUDENT REGISTRATION FEE

High School: _____ Team Name: _____

Student Name	Enrolled in ProStart 1 or 2	Other Event Participation
-----------------	--------------------------------	------------------------------

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Team Manager: _____

Number of Competitors: _____ x \$105 = _____
**Schools are only required to pay ONE registration fee per student

Mentor Names: _____

Teacher Signature: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Management Team Registration “School Name”



CAKE BAKING TEAM
REGISTRATION FORM
2026 WYOMING PROSTART INVITATIONAL
\$105 PER STUDENT REGISTRATION FEE

High School: _____ Team Name: _____

Student Name	Enrolled in ProStart 1 or 2	Other Event Participation
--------------	-----------------------------	---------------------------

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Team Manager: _____

Number of Competitors: _____ x \$105 = _____
**Schools are only required to pay ONE registration fee per student

Mentor Names: _____

Teacher Signature: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Cake Baking Team Registration “School Name”



BREAD BAKING TEAM
REGISTRATION FORM
2026 WYOMING PROSTART INVITATIONAL
\$105 PER STUDENT REGISTRATION FEE

High School: _____ Team Name: _____

Student Name	Enrolled in ProStart 1 or 2	Other Event Participation
--------------	-----------------------------	---------------------------

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Team Manager: _____

Number of Competitors: _____ x \$105 = _____
**Schools are only required to pay ONE registration fee per student

Mentor Names: _____

Teacher Signature: _____

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Bread Baking Team Registration “School Name”



ADULT
REGISTRATION FOR
2026 WYOMING PROSTART INVITATIONAL

Name: _____

High School: _____

What is your role in the Wyoming ProStart Invitational?

- _____ Teacher/Coach
- _____ Mentor
- _____ Chaperone
- _____ Parent
- _____ Driver
- _____ Other - Please Specify _____

Please check the meals you will attend:

Note: Each partner school will receive meals for paid registered students who are participating/observing. For each attending adult an invoice will be sent for the cost to cover food.

- _____ Lunch February 23, 2026 - \$35 per individual
- _____ Student Night Out February 23, 2026 - \$25 per individual
- _____ Lunch February 24, 2026 - \$35 per individual
- _____ Gala Dinner Febraury 24, 2026, \$95 per individual
- _____ Total Cost

I agree to follow the Wyoming ProStart Invitational Rules, to represent my school/community to the best of my ability and to serve as a positive role model for the students in attendance.

Return this completed and signed form no later than
January 15, 2026 to Tate Bauman tate@wyohtc.org

Please note emails as follows: 2026 Adult Team Registration “School Name”

WYOMING PROSTART INVITATIONAL
2026 PARTICIPANT WAIVER AND RELEASE

On behalf of my spouse, as parents, and our child, herein named below, I hereby release, indemnify and hold the Wyoming Hospitality and Travel Coalition Education Foundation and any WHTCEF affiliated entity, their officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with our child’s participation in this activity.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her and or parent/guardian.

Misconduct, which includes but is not limited to poor sportsmanship, any drug or alcohol use, at the event, during competition or in activities or locations related to or surrounding the event, may disqualify a participant or the participant’s team from awards or further participation. Should any misconduct come to Whtcef’s attention, the matter will be investigated, as WHTCEF deems appropriate.

Any decision and sanction as to appropriate action due to Misconduct is at the sole discretion of the WHTCEF, and is final. By entering into the contest, the student and the team accept this requirement as well as all other conditions of the program.

I hereby consent that the WHTCEF, its representatives, successors or assigns, shall have the right to publish or use any photographs, movie films, video tapes, digital images, and/or sound recordings, submitted text or any part thereof, they have taken or made of our child on this date or in which our child may have been included, for publicity, advertising, Internet usage or any other lawful purpose in conjunction with his/her own or a fictitious name or image, or in reproductions thereof in color.

I hereby waive all claims for any compensation for use or for damages.
I hereby waive any right that I (we) may have to inspect and/or approve the finished product or the use to which it may be applied.

I hereby warrant that I have the right to release and indemnify WHTCEF as set forth above. I state further that I (we) have read the above authorization and release, prior to its execution, and that I am fully familiar with contents thereof.

This release must be completed and signed before students are eligible to participate in the Wyoming ProStart Student Invitational. I have read, understand and agree to comply with the information in this document.

Date: _____ Name of School: _____ City: _____

Student Name: _____

Student Signature: _____

Parent or Guardian Name: _____

Parent of Guardian Signature: _____

Releases must be turned in before competition and students steps foot on the competition floor. Failure to turn in form will result in students ineligibility to compete.



RULE BOOK

2026 Wyoming ProStart Invitational

Procedures and Rules

For the Culinary, Management and Baking Competitions

****Note the rules follow the National Guidelines for Culinary and Management**

Participating teams are responsible for understanding and following all the procedures and rules contained in this document; they will not be reviewed at the Wyoming ProStart Invitational.

Please read this document carefully to maximize your opportunity for success and to avoid receiving penalties during the competition. Refer all questions to the appropriate state ProStart Coordinator prior to arrival at the Wyoming ProStart Invitational.

General Culinary and Management Competition Overview

Purpose

Students participating at the Wyoming ProStart Invitational (WPSI) will demonstrate their knowledge of, passion for, and creativity in the restaurant industry thorough the Culinary and Management Competitions. Participation reinforces the skills and knowledge learned from the ProStart program and the “Foundations of Restaurant Management and Culinary Arts” curriculum.

Eligibility

Students

- 1. All high school students currently enrolled in a confirmed ProStart program.
- 2. Students may participate at WPSI/NPSI, as a competitor for only two years, which may be non-consecutive.
- 3. Students may compete in one or any of the Culinary, Management, Cake or Bread competition. Competing on two or more teams at any one WPSI/NPSI counts as one year of Competition.

Teams

- 1. Participating teams consist of two (2) to four (4) student team members and one (1) optional team manager, for a maximum total of five (5) students.
- 2. Teams are not permitted to bring an alternate competitor to WPSI, beyond the team members who register for the event. Only the team manager may be designated to replace the team member.

Team Manager

- 1. The team manager is an important asset to the team but is not required. There are no additional provisions for teams without a team manager.
- 2. The team manager is considered a part of the team and may not have any verbal or non-verbal communication with anyone outside the competition area.
- 3. If the team member cannot participate or continue, the team manager may replace that team member with Lead Judge and Event Staff’s approval.
 - The replaced team member, or any other competitor, may not return, step in for or replace the team manager. If the team manager replaces a team member, they must stay in the role for the remainder of the competition.
 - The replaced team member should leave the station/booth and, at the discretion of the team’s educator, may leave the event or may stay and watch as an observer. The replaced member is not permitted to communicate with their team from the moment they are replaced until after dismissal.

In the Culinary competition, the one optional team manager may serve as an expediter.

- The team manager may talk to the team at any time and have printed materials such as timelines, recipes or notes to assist in keeping the team on track.
- The team manager is not permitted to handle, organize, or prepare anything during the Mise en Place or Production segments.
- The team manager may taste food throughout the competition. To do so, the team manager must carry their own supply of tasting spoons. Used, disposable tasting spoons may be discarded in the trashcans located on the shared space of the competition floor to avoid interfering with the team station.

Event Personnel

- 1. Event Organizers: WHTCEF staff members
- 2. Volunteers: Assigned and trained by WHTCEF to assist with the event
- 3. Team Ambassadors: Personnel designated and trained by the WHTCEF, who are charged with keeping the official time for assigned teams during all segments of the competition.
- 4. Judges: Sourced from post-secondary education and the restaurant, lodging and foodservice industry. Lead Judges do not score teams.
 - All judges have been carefully selected by the Event Organizers for their related skills, experience and expertise. Judges have reviewed the rules in advance of the competition and participated in an orientation and in person training. By participating in the competitions, each team and its participants acknowledge that while every effort will be made to provide fair and impartial judging, some discretion and subjectivity is present in any judged competition. All decisions and scoring by judges are final. Any questions about scoring should be submitted to the WHTCEF team at tate@wyohtc.org.
 - All Judges will be consistent from team to team (ie. Culinary or Management check-in will be responsible for that category across all teams).

Scoring

Culinary

A maximum of 100 points can be earned by a team during the Culinary Competition. Product Check-In is worth five (5) points, Team Presentation/Knife Skills is worth ten (10) points, Work Skills/Organization is worth fifteen (15) points, Safety and Sanitation is worth fifteen (15) points, the Starter is worth fifteen (15) points, the Entree is worth twenty (20) points, the Dessert is fifteen (15) points, and the Menu and Recipe Presentation is worth five (5) points.

In the event of a tie, the tying teams will each be interviewed by a panel of judges for further insights into there performance. Teams will be asked questions to be answered verbally with regard to the methods, preparation and presentation of their meal/concept. Judges will discuss and make a group determination as to the ranking of final winner(s).

Management

A maximum of 200 points can be earned by a team during the Management Competition. Management Check-In is worth five (5) points, Concept worth thirty (30) points, Menu and Costing is worth thirty-five (35) points, Marketing is worth forty (40), Operations is worth thirty (30), Critical Thinking is worth fifty-five (55), and Menu and Recipe Costing is worth five (5) points.

In the event of a tie, the tied team with the highest number of Critical Thinking Points will be awarded one (1) additional point to break the tie. Teams will only be evaluated on the information and materials requested in these rules. If the team has scores from multiple rounds of judging in a single segment, the scores will be averaged (e.g. two rounds of critical thinking).

Team Proposal Submissions

To allow officials and judges adequate time to review team proposals, an electronic copy of the required deliverables must be submitted as one pdf document to tate@wyohtc.org no later than ***Monday January 20, 2025***. Changes are not allowed to submitted documents after submission. A penalty will be issued if the team does not submit as stated above.

WHTCEF will review all submitted proposals to determine if they are significantly repetitive of work previously submitted at WPSI up to three years prior. Ignoring WHTCEF guidance and submitting for review or bringing work, or parts of work, previously submitted at WPSI, will result in immediate team disqualification via email or onsite.

To ensure compliance, the proposal requirements and standard for change is included below:

CULINARY PROPOSAL SUBMISSION	MANAGEMENT PROPOSAL SUBMISSION
Proposal Requirements	Proposal Requirements
Menu’s, Recipes, Recipe Costing, and Photographs for all courses in digital format	Digital Format
Standard for Change	Proposal Requirements
1. Entree and Starter - Protein: The protein or cooking method must change. - Vegetable: The vegetable or cooking method must change. - Starch: The starch or cooking method must change. - Presentation: The presentation must be visibly different from the previous years. 2. Dessert - Base (e.g. mousse/barvarian/tart/cake, etc.): The base must change. - Garnish: The garnish components or processing must change (e.g. raspberry whole v. coulis). - Presentation: The presentation must be visibly different from the previous years.	Video or promotional post must also be submitted to WHTCEF.

Schedules

Competition schedules will be distrubuted in advance of the event once all teams have been identified. The schedule will include assigned start and finish times for all competition segments. All schedules are subject to change and will be communicated out with as much advance notice as possible.

General Disqualifications

- Teams and all associated competitors must be eligible to compete, as defined by the eligibility terms above. Teams found to be ineligible will be disqualified. Additionally, any individual students found to be ineligible will result in complete team disqualification.
- 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 with appropriate notice to Event Staff.
- 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 with appropriate notice to Event Staff.
- No team member can recieve coaching or any form of communication from anyone including spectators, educators, mentors, or coaches during the competition from the team’s report time until after the competing team recieves feedback from the judges (Management) and/or completes cleanup (Culinary). The determination of what constitutes coaching or communication is solely at the discretion of the WHTCEF and the judges. No warning will be provided; violations will result in immediate team disqualification.
- Misconduct including, but not limited to, any nonprescription use, alcohol use, unsportsmanlike conduct, or any activity that is illegal under federal, state, or local laws at the end of the event, during competition, during unserpervised free time, during supervised competition social activities or locations related to the event. Should such alleged misconduct come to WHTCEF’s attention, the matterwill be investigated as the WHTCEF deems appropriate. Any decision as to appropriate action due to misconduct, up to and including team disqualification, is at the sole discretion of the WHTCEF and is final.
- Teams must participate in each event segment in the competition or they will be disqualified. For details on competition segments see Culinary and Management Rules. Failure to compete in any segment will result in team disqualification.
- By entering into the competition, the student and the team he/she represents accepts all conditions and requirements of the Wyoming ProStart Invitational.

General Provisions

Teams will be using tools that may cause cuts, burns, or injury if not used appropriately. Proper safety techniques must be followed by all team members. No horseplay or unruly hazardous behavior will be allowed or tolerated. The mentors, teachers, chaperones, and families are expected to ensure that the team members comply with all applicable laws, rules and regulations. Team members shall comply with all other written as well as verbal instructions or warnings provided by the Event Organizers.

What’s New for 2025

The following provides a review of information added or updated to the 2025 WPSI rules.

General

1. Formatting to the rules has been updated to be more comprehensive and address the following:
 - Competition descriptions and rules have been seperated to better define components of the competition that are for informational purposes and rules where applicable throughout each competition.
 - The flow of the document is provided in chronological order to better outline what can be expected from preparation through the end of competition.
 - Reduction of repetitive language within the rules to eliminate conflicting interpretations between different sections of the document
3. All Team Manager role information for each competition has been moved to the General Competition Overview Section of the Document
4. Event Personnel for each competition has been moved to General Competition.
5. Scoring for each competition has been moved to General Gompetition Overview section.

Culinary Competition Description

Teams demonstrate their culinary knowledge, skills, and creative abilities during the competition through demonstration of skills and the preparation of a unique three-course meal consisting of (i) a starter; (ii) an entree; and (iii) a dessert. Performance during the Culinary event is observed and rated by judges from the foodservice industry and post-secondary schools. Teams demonstrate their ability to work together while creating and presenting their meal.

1. Each team prepares two (2) identical three-course meals, garnished and served appropriately. One meal is evaluated by the judges for both taste and presentation, and one meal will be used for display. The meal consists of:
 - A Starter consisting of:
 - i. A first course: soup, salad, appetizer
 - ii. Size appropriate: 4-6 ounces total edible weight
 - An Entree consisting of:
 - i. Center of the plate item: 4-6 ounces suggested
 - ii. Two accompaniments such as vegetable and/or starch: 2-3 ounces each suggested
 - iii. Sauce
 - A dessert consisting of:
 - i. Something sweet served at the end of the meal
 - ii. Size appropriate 3 ounces total edible weight
2. Each meal component should be appropriate to the complete menu. Flavors across the menu should have harmony for the palate. The five characteristics considered for a plated meal will be:
 - Oral: Flavor, Texture, Temperature
 - Visual: Color, Shape
3. Teams must bring all ingredients necessary to prepare the menu they have developed.

Preparation for Culinary Competition

Team Proposal Submission (See Exhibit A for Deliverables Checklist)

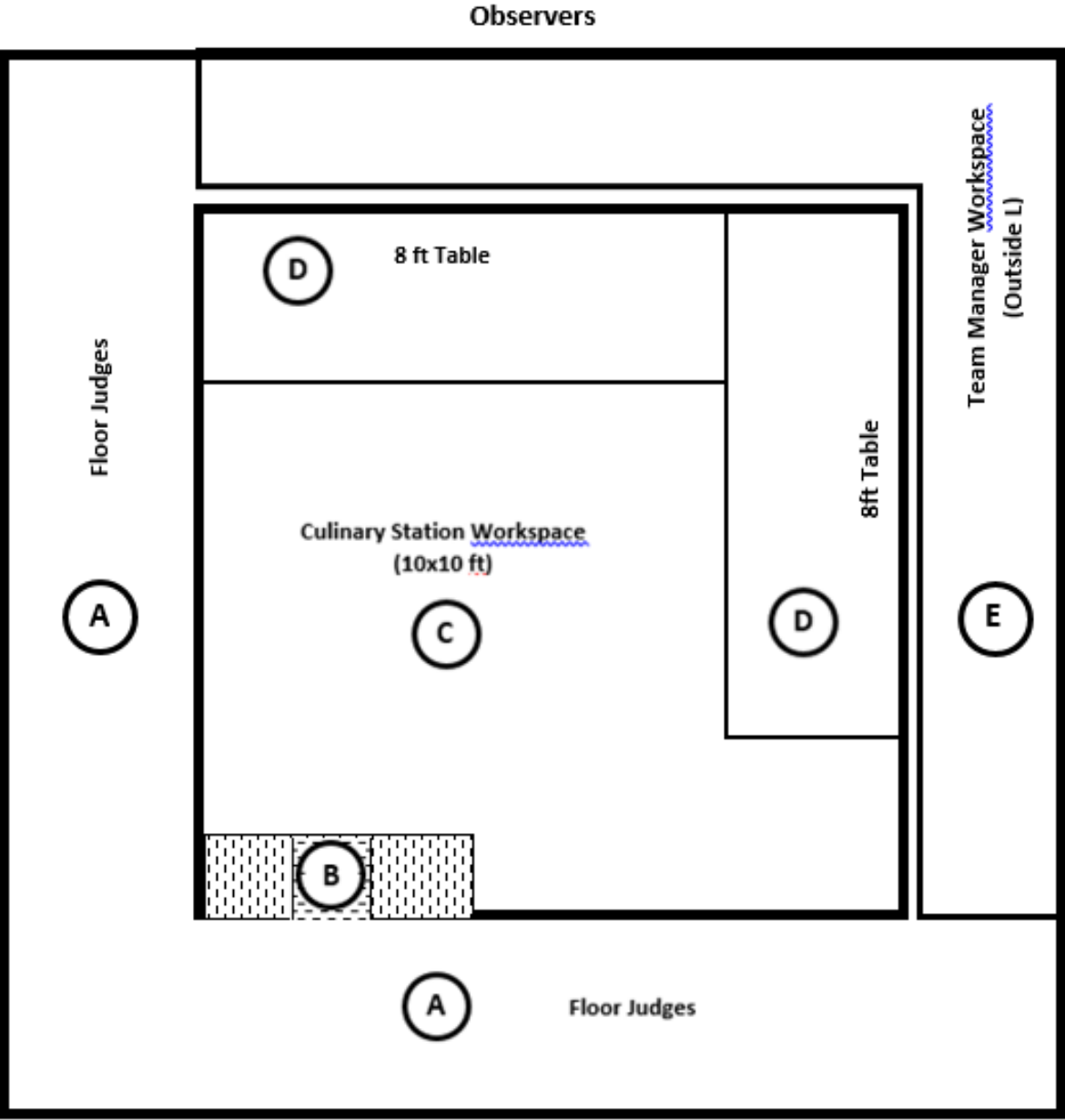
1. Each team to submit the following information in one single PDF Document by January 20, 2025 to tate@wyohtc.org
2. Each Submission should contain a copy of
 - Recipes: all recipes for the meal presentation, typed and submitted on the official recipe template. Acknowledgments and sources must be listed on each recipe in MLA formatting. Must be written in logical sequence. See Exhibit C for Recipe example.
 - Recipe Costing: all recipe costing sheets for the meal presentation. Recipe cost must be calculated for each individual recipe, typed and submitted on the official costing template. See Exhibit D for Recipe Cost Example.
 - i. Small amounts of kosher/table salt and black pepper may be priced at 1% of the total recipe cost. Everything else must be costed out.
 - ii. Oil for deep frying may be priced at 2% of the total recipe cost. Everything else must be costed out.
 - Menu Pricing: one menu price worksheet for each of the three courses, based on the recipe costs and calculated at a 33% food cost percentage. See Exhibit E for Menu Price example.
 - i. Each course on the presentation menu is priced separately
 - ii. Menu price on the presentation menu may be rounded up after applying the 33% food cost percentage for a more realistic menu price
 - iii. Final calculation before rounding must be indicated on costing template

- iv. Total menu price for the three-course meal may not exceed \$125.00 after applying the 33% food cost percentage.
 - Color Plate Photographs: an 8.5” x 11” color photo of each plate. Final plates presented to the judges are compared to the photos provided.
 - Menu with prices and two selected knife cuts to be used: a simple, typed menu with menu prices printed on an 8.5” x 11” sheet of paper, knife cuts listed in the footer of the page.
 - All materials should be organized together by course. E.g. recipe, recipe costing, menu pricing, and color photograph of the starter would be placed together, followed by all materials for the entree, etc.
3. Binders/Folders are submitted to the judges at Product Check-In. Failure to submit digital pdf will result in penalty. See Culinary Competition Penalties.
4. Each participating team also provides one (1) copy of the presentation menu
- Presentation menu is kept with team equipment
 - Must include descriptions and final menu prices for each course
 - Must include two selected knife cuts, listed in the footer of the page. Teams may include them within their menu descriptions as well, as long as they also are highlighted in the footer as required.
 - School name must be clearly identified on presentation menu
 - Must be displayed on the team’s table in the sign holder provided. Menu to be printed on an 8.5” x 11” paper on a portrait layout.
 - No other additions to the display are allowed.

Workspace and Equipment

1. Competition floor outside of Culinary Station Workspace
 - Floor Judges have access to this space. Teams may access this area to use hand washing station only.
2. Culinary Station Doorway
 - A safe space to enter and exit the station; approximately 2.5’ wide
3. Culinary Station Workspace
 - 10ft x 10ft - All materials must be inside the designated area. Teams may store equipment under and around the tables.
4. Two 8ft tables set up in “L” formation
5. Designated Team Manager Space
 - Floor judges and the team’s Team Ambassador will have access to this space.

Note: This is a sample layout. The locations of tables, doorways, observer spaces, etc. are subject to change; however, general configuration will remain consistent. Image not to scale.



1. Event Organizers provide:
 - Two (2) eight-foot tables, at approximately 36 inches in height.
 - One speed rack and four (4) full size sheet pans
 - Sanitation buckets
 - Two (2) 1oz containers for Knife Skills selections
 - Access to Ice
 - Access to running water (Available prior to and after the competition only)
 - All presentation dishes
2. Team must provide:
 - Two Sterno burners and fuel.
 - All necessary supplies to prepare the food they have selected, such as small utensils, cutting boards, small hand tools, cookware, gloves, and enough cloths for competition and clean-up.

Competition Segments and Scoring

Day Prior to Competition		
Competition Segment	Time	Possible Points
Product Check-in & Critique	Open check-in during allotted timeframe	5 points
Day of Competition		
Report to Competition	15 minutes	
Team & Menu Introduction	5 minutes	Included with Team Presentation & Knife Skills below
Production Mise en Place	20 minutes	
Meal Production	60 minutes	
Present Plates	5 minutes	
Team Presentation & Knife Skills Critique	10 minutes	10 points
Work Skills & Organization Critique		15 points
Tasting Judges Critique	10 minutes	Starter – 15 points Entrée – 20 points Dessert – 15 points
Menu & Recipe Critique	10 minutes	5 points
Station Clean-up	20 minutes	
Sanitation Critique & Dismissal	5 minutes	15 points
Dishwashing (optional)	15 minutes	
Totals	~2 hrs, 55 minutes	100 points

Culinary Competition Rules

Uniform

1. Teams must present a uniform appearance from Product Check-In through dismissal to dishwashing.
2. Appropriate required apparel consists of:
 - Long Sleeve, White Chef Coats
 - Logos and sponsor names are permitted on chef coats
 - Accent colors are permitted, provided the chef coat remains white
 - Checkered or black pants
 - Nonporous, closed toe, non-slip, hard sole black shoes
 - Aprons and hats; hair must be restrained and covered with chef hat
 - Team manager will wear a colored arm band indicating their role
 - Facial piercing must be taped over; this is only required during the time from Report to Competition to dismissal from competition floor.
 - Jewelry and other accessories may not be work on th competition floor
3. Failure to be fully uniformed or in appropriate uniform components from Product Check-In through dismissal will result in penalty. See Culinary Competition Penalties.

Product Check-in

The team manager is allowed to fully participate in the product Check-In segment. Team’s, teacher(s), and mentor(s), are allowed to be present in a designated space adjacent to the check-in tables to observe only during the product check-in process, including feedback.

1. It is the responsibility of each team to store all product prior to Product Check-In.
2. Product Check-in is the first segment of the evaluation process. Team is judged according to:
 - Proper shipping and receiving procedures
 - Complete printed product inventory list of every item contained in each cooler or other container holding food items must be attached to the inside and outside of the cooler and/or container. The list must be attached in a plastic sleeve. Inventory list must be submitted on the official inventory template. See Exhibit F for Inventory List Example.
 - All ingredients must be turned in at Product Check-In
 - Proper temperature of ingredients must be maintained.
 - If an item has been found to be in the temperature danger zone, the item will not be available for use in the competition. See #3 below.
 - Proper Packaging
 - Items should be packaged properly i.e. no liquid pooling from meats, poultry, or fish; no seeping liquid; vegetables and fruits in proper containers and/or bags
 - Items should be in their original packaging, professionally/commercially labeled and packaged properly. Label should include date it was packaged, weight, item type, and where it was packaged i.e. butcher shop or grocery store.
 - For example, if you purchase a whole chicken and are only using chicken breast in your recipe, you may bring the whole chicken in its original, unopened package or you may purchase chicken breasts and enter in their original, commercial packaging. Prepping or rewrapping proteins by the team is prohibited.

3. Any team that has a product disallowed during product check-in has until their assigned competition report time to present to the judges a replacement product for approval.
- Teams will 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 competition report time will also be discarded. The team will be assessed an additional penalty for each failed submission.
4. There is no refrigeration space provided prior to event start
5. Team should have all dry storage product collected in a single container ready to be checked in.
6. Ingredients

Permitted Ingredients	Prohibited Ingredients
• Team-prepared stocks • Team-prepared clarified butter • Team-prepared pre-soaked beans • Dry goods, open but in the original packaging/not premeasured • Pre-measured butter and oil • Pre-washed produce* • Dry ice • Commercially manufactured food items such as jams, breadcrumbs, bases and mayonnaise in the original, sealed container or packaging. Must be used as an ingredient, not as a finished product.	• Pre-chopped, pre-sliced, or pre-prepared food not commercially manufactured ◦ Meat, poultry, seafood that is not in original or commercial/professional labeled packaging (see 2b Proper Packaging above) • Reductions, finished sauces, and clarified broths • Items that risk food illness • Pre-measured dry goods
<i>*Team may also wash produce during Production Mise en Place.</i> <i>Note: Follow your state or school guidelines concerning alcohol in your recipes. NPSI permits the use of alcohol in Culinary competition recipes.</i>	

7. During product check in teams will be issued the dishes they ordered for their meal presentation. Teams must review their dishes at that time. Event Organizers are present with the original order forms the team submitted to confirm the order. Substitutions may be allowed on a case-by-case basis pending availability of dishes and circumstances of substitution request. All requests must be made to and approved by Event Organizers during product check-in, not when team’s report to competition.
8. Product Check-In Feedback will occur at the conclusion of the event.

Day of Competition

Report to Competition

1. Team should arrive promptly to the Report to Competition area at their assigned report time with all equipment and product, ready to go to the competition floor.
2. Team will be introduced to their WHTCEF-assigned Team Ambassador who will announce the start and end of each competition segment.
3. Teams will be allowed to place equipment on and/or otherwise organize their speed rack during there report time prior to entering the competition floor.
4. Team members should be prepared to carry and/or roll all their equipment and products onto the competition floor.
5. Teams may bot move the doorway or tables in the workspace prior to or during the competition.

<i>Permitted Equipment</i>	<i>Prohibited Equipment</i>
• Handheld whipped cream chargers • Digital scales and thermometers • Handheld butane/propane torch for FINISHING or CARAMELIZING only any item, sweet or savory • Metal, stone or other types of plates or apparatus to extend the cooking surface of the burners • Dry ice • Audio recording device to record the critique and feedback sessions • Electronic devices which contain no communication abilities (e.g. basic calculator or timer) • Additional sheet pans	• No additional heat sources (i.e. insulated bags, MRE heater packs, etc.) • Electric, battery-operated, or compressed air/aerosol or gas devices (exceptions: handheld whipped cream chargers, digital scales, digital thermometers) • Plastic or Plexiglas for the purpose of covering tables • Cell phones, tablets, smart watches, or other communication devices, unless needed for health reasons with prior approval from Event Organizers • Additional speed racks, hotel luggage carts, or equipment exceeding the external dimensions of 2 ft (width) x 4 ft (height) x 3 ft (depth)
• Camping oven and/or smoker attachments for provided burner <i>All equipment must be used in a safe manner and not obstruct proper butane function.</i>	• Large equipment may not be stacked in the workspace to create additional workspace or exceed 2ft (width) x 4ft (height) x 3ft (depth) parameters • Mandolins

Team and Menu Introduction

The team has five (5) minutes to verbally present its menu to judges. During this time, students should be prepared to:

- Present their menu & describe their three-course meal.
- Tell what each team member is charged with executing
- Explain how they designed their unique menu

Production Mise en Place

The team has twenty (20) minutes to pre-set their station for the meal production segment. During Production Mise en Place:

Teams are allowed to:	Teams are not allowed to:
- Set their station - Obtain water and ice from designated areas on the competition floor - Obtain sanitizing solution from designated areas on the competition floor (provided by Event Organizers) - Measure dry and liquid ingredients - Wash produce at the vegetable washing station	- Talk to any spectators, coaches, educators, or mentors - Process any ingredients (including but not limited to - heating, mixing, marinating, and knife work) - Teams may not alter or process any ingredients beyond their original state beyond the measuring/washing permitted.

After Mise en Place, team members may only leave the workstation to use the handwashing stations. Other requests to leave the workstation must be approved by a judge or Event Staff.

Meal Production

The team has sixty (60) minutes to cook and plate all dishes. WHTCEF-assigned Team Ambassador will announce the time at regular intervals, becoming more frequent towards the end of meal production time. It is the responsibility of each team to know their start time and be ready to begin when their assigned time is announced. Teams may bring a manual or battery operated time, but Event Organizers will keep and display the official time.

1. Menu Course Requirements
 - Each team must employ a minimum of two cooking methods from the following list: Poach, Shallow Poach, Braise, Pan Fry, Steam and Saute,
 - Additional techniques are also permitted
 - Molecular gastronomy in the competition:
 - Use of Liquid Nitrogen is NOT allowed
 - Specification, foams, and meat glue (transglutaminase) are allowed
2. Knife Skills
 - Knife skills are demonstrated during the 60-minute meal production segment. Team Presentation/ Knife Skills judges may evaluate knife cuts anytime during Meal Production segment.
 - Cutting guides i.e. cutting boards/mandolins with rulers or other measurement aids for knife cuts are not permitted for selected knife cuts. They are permissible for ingredients not included in the knife cuts selected for evaluation.
 - The team must demonstrate a minimum of two (2) of eleven (11) specified knife cuts to incorporate in their meal.
 - Rondelle
 - Diagonal
 - Batonnet
 - Julienne
 - Large Dice
 - Small Dice

- vii. Brunoise
 - viii. Paysanne
 - ix. Chiffonade
 - x. Tourne
 - Team Must identify the selected cuts in the footer of their printed menu i.e. knife cuts used: medium dice and brunoise
 - Team must set aside and fill a 1oz cup volume measurement for each knife cut for evaluation by Team Presentation/Knife Skills judges. Event staff will provide 1oz. Containers. This may be done at any time. Judges will rotate and evaluate when available.
3. A team is considered done cooking when each requirement is met:
 - The food is plated
 - The dishes are on the service trays
 - All team members have stepped away from the trays and raised their hands to signal they are finished
 - Teams may present plates to judges up to three (3) minutes before the 60-minute cooking time has completed. See Culinary Competition Penalties.

Judges Critiques

A maximum of four (4) people comprised of designated teacher(s), mentor(s) are allowed to be present to observe only during the Tasting & Menu critique sessions. Communication with the team is still prohibited.

- After team completes their two (2) identical meals, the team will determine which meal will be evaluated by tasting judges and which will be for display.
- Team members transport both service trays and their presentation menu to the judges table and leave immediately. The team manager may accompany the team to the tasting area but may not carry plates. The team manager is permitted to carry the menu.
 - The evaluation plates receive the most critical judging
 - 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. If the second meal is not presented, the team will be disqualified. See Culinary Competition Penalties and Disqualifications.
1. Team returns to their station for the Work Skills/Organization and Team Presentation/Proper Knife Usage Feedback.

2. Tasting Judges have ten (10) minutes to evaluate the plates. At that time, the entire team (including the team manager) returns to the tasting area for a ten (10) minute feedback session. Only the designated teacher(s), mentor, for a total of four (4) people may accompany the team and listen to feedback.

3. Team then takes display plates and presentation menu to the display area. Reminder: the team is still competing, and students may only converse with their teammates.

4. Team returns to their station to begin Station Clean Up

Station Clean-Up

1. Team has twenty (20) minutes to clean and vacate their station
 - The team must return station to the condition it was in when they arrived
 - The team manager is allowed to assist during Station Clean-Up
 - Team or team member cannot leave the floor unless released by Sanitation judge and accompanied by their assigned Team Ambassador

2. Team receives the Sanitation feedback and is released

Post Competition

Event organizers will dispose of unclaimed materials that are not collected at end of competition.

Culinary Competition Penalties

The following are fixed deductions

- 1. Menu does not meet specifications, or was not submitted on time - 5pts
- 2. The team is not dressed in uniform - 5pts
- 3. Team did not submit the PDF with menu, plate photographs, recipe and recipe costing at Product Check-in - 2pts
- 4. Team presented menu items that did not match submitted proposal or presented updated dishes that were not approved. - 5pts.
- 5. Replacement product did not meet requirements and was discarded - 2pts
- 6. Team manager touches or handles any equipment or food when not allowed - 5pts
- 7. Team uses dishes/glassware other than those provided by Event Organizers - 5pts
- 8. Team begins any competition segment before their assigned start time - 1/4 pt to 10pts
 - 1/4 point is deducted per 15 seconds
 - 10 or more minutes early, team is disqualified
- 9. Team does not complete any competition segment within their allotted time - 1/4 pt to 10pts
 - 1/4 point is deducted per 15 seconds
 - After 10 minutes, team is disqualified
- 10. Use of prohibited equipment - 5pts
- 11. Use of prohibited ingredients - 5pts
- 12. Team produces two meals, which are not identical - 2 pts
- 13. Station left in unsanitary manner - 3pts
- 14. Knife cut selections are not included on the presentation menu as required - 1pt

Culinary Specific Disqualifications

- 1. Team submitted work, or parts of work, that was previously submitted
- 2. Team started any competition segment more than 10 minutes early or finished more than 10 minutes late.
- 3. Team used an electric/battery operated device or additional heat source.
- 4. Team did not produce two (2) complete meals

Exhibit A - Culinary

Exhibit A – Culinary

Deliverables Checklist

Present at Product Check-In

Eight binders/folders, each containing

- Example 1: https://www.staples.com/Avery-Flexible-5-Inch-Round-3-Ring-View-Binder-Blue-17670/product_614315
- Example 2: http://www.staples.com/JAM-Paper-Plastic-2-Pocket-Eco-School-Folders-with-Metal-Tang-Fastener-Clasps-Clear-6-Pack-382ECCLDD-/product_2329283

- ☐ Menu with prices and selected knife cuts - Simple typed menu 8½” x 11”
- ☐ State or Territory and Year on cover
- ☐ Recipes typed on official template
- ☐ Recipe Costing Sheets typed on official template
- ☐ Menu Price Sheets typed on official templates
- ☐ Plate Photographs – A separate, 8½” x 11” color photograph of each plate

Checklist of other items required

- ☐ Complete printed list of the contents of each cooler or dry storage container on the inside and outside of each cooler or container in a plastic sleeve (State/territory name and year must be included on inside and outside list).
- ☐ One copy of Presentation Menu

Exhibit B – Culinary

Recipe Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State		
Educator Name	Chef Jane Doe		
Menu Item	French Fries		
Number of Portions	4	Portion Size	5 ounces
Cooking Method(s)	Fry		
Recipe Source (MLA)	TNN. "French Fries Recipe." <i>Times Food</i> , https://recipes.timesofindia.com/us/recipes/french-fries/rs54659021.cms Accessed 30 June 2021.		
Ingredients			
Item		Amount	
Potato		500 gm	
Kosher Salt		TT	
Black Pepper		TT	
Frying Oil		AN	
Procedure			
Chop potatoes and soak in ice-cold water for 10-15 minutes. Heat the oil in deep bottomed pan. Once hot, add the potatoes to the pan. Cook about 5 to 7 minutes. Remainder of procedures...			

Exhibit C – Culinary

Recipe Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State		
Educator Name	Chef Jane Doe		
Menu Item	Ratatouille		
Number of Portions	6	Portion Size	5 ounces
Cooking Method(s)	Sauté		
Recipe Source (MLA)	Lagasse, Emeril. "Ratatouille." <i>Food Network</i> , http://www.foodnetwork.com/recipes/emeric-lagasse/ratatouille-recipe0.html . Accessed 30 September 2016.		
Ingredients			
Item		Amount	
Olive oil		¼ cup	
Yellow onion, small dice		1 ½ cup	
Garlic, minced		1 tsp	
Eggplant, medium dice		2 cups	
Thyme		½ tsp	
Green bell pepper, diced		1 cup	
Red bell pepper, diced		1 cup	
Zucchini squash, diced		1 cup	
Yellow squash, diced		1 cup	
Tomatoes, peeled, seeded, and chopped		1 ½ cup	
Basil, chiffonade		1 tbsp	
Parsley, chopped		1 tbsp	
Salt and black pepper		TT	
Procedure			
Set a large 12-inch sauté pan over medium heat and add the olive oil. Once hot, add the yellow onions and garlic to the pan. Cook the onions, stirring occasionally, until they are wilted and lightly caramelized, about 5 to 7 minutes. Remainder of procedures...			

Exhibit D – Culinary

Recipe Cost Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State		
Educator Name	Chef Jane Doe		
Menu Item	French Fries		
Number of Portions	4	Portion Size	5 ounces

Ingredient	Purchase Unit	Purchase cost	Unit cost	Amount Needed	Ingredient Cost
Potatoes	5 kg	\$2.65	\$0.0005/g	500 g	\$0.25
Kosher Salt					
Black Pepper					
Frying Oil					

Subtotal	\$0.25
1 % for small amounts of salt and pepper (Q Factor)	\$0.003
2 % for frying oil (if used)	\$0.005
Total Recipe Cost	\$0.257
Portion Cost	\$0.064

Exhibit E – Culinary

Recipe Cost Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State		
Educator Name	Chef Jane Doe		
Menu Item	Ratatouille		
Number of Portions	6	Portion Size	5 ounces

Ingredient	Purchase Unit	Purchase cost	Unit cost	Amount Needed	Ingredient Cost
Olive oil	51 oz / 6.375 cup	\$16.79	\$2.634 / cup	¼ cup	\$0.658
Yellow onion, small dice	1 lb / 4 cup	\$1.40	\$0.35 / cup	1 ½ cup	\$0.525
Garlic, minced	1 head	\$0.50	\$0.10 / tsp	1 tsp	\$0.100
Eggplant, medium dice	1 lb / 3 cup	\$2.05	\$0.683 / cup	2 cup	\$1.367
Thyme	1 bunch / 18 tsp	\$2.09	\$0.116 / tsp	½ tsp	\$0.058
Green bell pepper, diced	1 lb / 4 cup	\$2.30	\$0.575 / cup	1 cup	\$0.575
Red bell pepper, diced	1 lb / 4 cup	\$1.07	\$0.268 / cup	1 cup	\$0.268
Zucchini squash, diced	1 lb / 2.5 cup	\$1.93	\$0.772 / cup	1 cup	\$0.772
Yellow squash, diced	1 lb / 2.5 cup	\$1.93	\$0.772 / cup	1 cup	\$0.772
Tomatoes, peeled, seeded, & chopped	1 lb / 2 cup	\$2.40	\$1.20 / cup	1 ½ cup	\$1.80
Basil, chiffonade	1 bunch / 1 cup	\$1.54	\$0.096 / tbsp	1 tbsp	\$0.096
Parsley, chopped	1 bunch / ½ cup	\$0.53	\$0.066 / tbsp	1 tbsp	\$0.066

Subtotal	\$7.057
1 % for small amounts of salt and pepper (Q Factor)	\$0.071
2 % for frying oil (if used)	\$0.00
Total Recipe Cost	\$7.128
Portion Cost	\$1.212

Exhibit F – Culinary

Menu Price Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State
Educator Name	Chef Jane Doe

Menu Category	☒ Starter	☐ Entree	☐ Dessert
---------------	---	---------------------------------	----------------------------------

Recipe	Portion Cost
Ratatouille	\$1.212
Couscous (from additional recipe and costing sheets)	\$0.972
Garnish (from additional recipe and costing sheets)	\$0.127

Total Plate Portion Cost	\$2.311
Menu Price at 33% Food Cost	\$7.003
Actual Price on Menu	\$8.00

Exhibit F – Culinary

Menu Price Example

Culinary teams must complete this form prior to the competition. Make eight (8) copies to include in the folders turned in at Product Check-In.

State Name	Awesome State
Educator Name	Chef Jane Doe

Menu Category	☒ Starter	☐ Entree	☐ Dessert
---------------	---	---------------------------------	----------------------------------

Recipe	Portion Cost
Ratatouille	\$1.212
Couscous (from additional recipe and costing sheets)	\$0.972
Garnish (from additional recipe and costing sheets)	\$0.127

Total Plate Portion Cost	\$2.311
Menu Price at 33% Food Cost	\$7.003
Actual Price on Menu	\$8.00

Exhibit H – Culinary

Sample Culinary Competition Timeline

Team	Report	Team & Menu Introduction	Production Mise en Place	Start Cooking	Present Plates/ Skills Critique	Tasting Critique	Menu Critique	Clean Up	Sanitation Critique/ Dismissal	Out
1	7:45 AM	8:00 AM	8:05 AM	8:25 AM	9:25 AM	9:35 AM	9:45 AM	9:50 AM	10:10 AM	10:15 AM
2	7:45 AM	8:00 AM	8:05 AM	8:25 AM	9:25 AM	9:35 AM	9:45 AM	9:50 AM	10:10 AM	10:15 AM
3	8:05 AM	8:20 AM	8:25 AM	8:45 AM	9:45 AM	9:55 AM	10:05 AM	10:10 AM	10:30 AM	10:35 AM
4	8:05 AM	8:20 AM	8:25 AM	8:45 AM	9:45 AM	9:55 AM	10:05 AM	10:10 AM	10:30 AM	10:35 AM
5	8:25 AM	8:40 AM	8:45 AM	9:05 AM	10:05 AM	10:15 AM	10:25 AM	10:30 AM	10:50 AM	10:55 AM
6	8:25 AM	8:40 AM	8:45 AM	9:05 AM	10:05 AM	10:15 AM	10:25 AM	10:30 AM	10:50 AM	10:55 AM
7	8:45 AM	9:00 AM	9:05 AM	9:25 AM	10:25 AM	10:35 AM	10:45 AM	10:50 AM	11:10 AM	11:15 AM
8	8:45 AM	9:00 AM	9:05 AM	9:25 AM	10:25 AM	10:35 AM	10:45 AM	10:50 AM	11:10 AM	11:15 AM
9	9:05 AM	9:20 AM	9:25 AM	9:45 AM	10:45 AM	10:55 AM	11:05 AM	11:10 AM	11:30 AM	11:35 AM
10	9:05 AM	9:20 AM	9:25 AM	9:45 AM	10:45 AM	10:55 AM	11:05 AM	11:10 AM	11:30 AM	11:35 AM

Exhibit I – Culinary

Sample Culinary Competition Score Sheet

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE
Product Check-In						
Including but not limited to: • Proper temperature • Proper packaging • Complete product inventory list(s) • Uniform and hygiene	1	2	3	4	5	
Work Skills/Organization						
Work Organization/ Teamwork Including but not limited to: • Utilization of a team plan • Mastery of skills required for individual tasks • Workload evenly distributed • Team cohesiveness • Communication • Professionalism • Proper Production Mise en Place • Proper time management	1	2	3	4	5	
Proper Cooking Procedures Including but not limited to: • Appropriate cooking method for product used • Required cooking techniques used minimum of two cooking methods from provided list • Cooking procedures done in a time efficient manner • Proper amount of product for recipe requirements • Effective use of remaining product • Proper pans and tools for intended use	1	2	3	4	5	
Degree of Difficulty Including but not limited to: • Creativity • Complicated techniques • Preparation of item during competition rather than using commercial product	1	2	3	4	5	
Team Presentation/Knife Skills						
Team Appearance Including but not limited to: • White chef coats, long sleeve • Black or checkered pants • Uniform clean & presentable • Hard sole shoes • Hats, aprons, and arm band (provided) • Team uniformity	1	2	3	4	5	
Proper Knife Usage • Appropriate Selection • Consistency • Accuracy • Safety • Waste	1	2	3	4	5	

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE
Safety and Sanitation						
Follows Safety and Sanitation Procedures Including but not limited to: - Personal hygiene - Proper knife safety - Proper use and handling of food contact surfaces	1	2	3	4	5	
Proper Food Handling Including but not limited to: - Proper use of gloves - Appropriate temperature control of ingredients - Proper sanitation practices regarding food contact surfaces - Proper storage of food - Avoidance of cross contamination	1	2	3	4	5	
Work Area Cleaned Including but not limited to: - Work area cleaned in appropriate time frame - Dishes & equipment properly prepared for dishwashing and packing - Return of station to original condition	1	2	3	4	5	
Product Taste						
Product Taste – Starter A subjective category based on tasting judges' expertise	1-2	3-4	5-6	7-8	9-10	
Finished Product						
Appearance – Starter Including but not limited to: - Balance of color - Shape - Texture - Portion size	1	2	3	4	5	
Product Taste						
Product Taste – Entrée A subjective category based on tasting judge's expertise	1-3	4-6	7-9	10-12	13-15	
Finished Product						
Appearance – Entrée Including but not limited to: - Balance of color - Shape - Texture - Portion size	1	2	3	4	5	
Product Taste						
Product Taste – Dessert A subjective category based on judge's expertise	1-2	3-4	5-6	7-8	9-10	

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE
Finished Product						
Appearance – Dessert Including but not limited to: - Balance of color - Shape - Texture - Portion size	1	2	3	4	5	
Menu and Recipe Presentation						
Presentation Including but not limited to: - Typewritten - Recipe structure - Menu presentation - Recipe costing - Menu pricing - Within food cost guidelines - Sources and acknowledgements listed	1	2	3	4	5	
DISQUALIFICATION						
Reason for Disqualification:						
_____ Team submitted work, or parts of work, that was previously submitted.						
_____ Team started any competition segment more than 10 minutes early or finished more than 10 minutes late. Disqualifying Segment _____						
_____ Team used an electric/battery operated device or additional butane burner.						
_____ Team did not produce two (2) complete meals.						
_____ Violation of the General Disqualifications on page 5.						
PENALTY						
Reason for Penalty:						
_____ Menu does not meet specifications, or was not submitted by March 26, 2026 to ProStart@nraef.org – 5 pts						
_____ Team not dressed in uniform. 5 pts						
_____ Team did not submit folders with menu, plate photographs, recipe and recipe costing at Product Check-In – 2 pts						
_____ Replacement product did not meet requirements and was discarded – 2 pts.						
_____ Team presented menu items that did not match submitted proposal or presented updated dishes that were not approved – 5 pts.						
_____ Team manager touches or handles any equipment or food when not allowed – 5 pts						
_____ Team uses dishes/glassware other than those provided by Event Organizers – 5 pts						
_____ Team begins any competition segment before their assigned start time – ¼ pt to 10 pts ¼ point is deducted per 15 seconds 10 or more minutes early, team is disqualified						
_____ Team does not complete any competition segment within their allotted time – ¼ pt to 10 pts ¼ point is deducted per 15 seconds After 10 minutes, team is disqualified						
_____ Use of prohibited equipment – 5 pts						
_____ Use of prohibited ingredients – 5 pts						
_____ Team produces two meals, which are not identical – 2 pts						
_____ Station left in unsanitary manner – 3 pts						
_____ Knife cut selections are not included on the presentation menu as required – 1 pt						
_____ Team arrives to Report to Competition late/after their assigned competition start time – 1/2 pt to 10 pts 1/2 point is deducted per 15 seconds After 10 minutes, team is disqualified						

Management Competition Description

Participating teams will demonstrate their knowledge of the restaurant and foodservice industry by developing a new restaurant concept and presenting to a panel of judges at a simulated business exposition. The teams will also submit a written proposal for review and will present their concepts to various groups of judges through verbal presentations, question and answer periods, and posters.

The competition is designed for students to present their restaurant concept to the judges as they rotate throughout the competition floor. The students will set up a 10x10 foot trade show booth to demonstrate their restaurant concept. In the booth, students will have a copy of there written proposal and 2 (two) 24x36 inch posters. More information on the requirements for the written proposal, booth display, and posters are found in the following pages.

1. Mentors and educators may assist teams in preparation for the competition; however, they may not prepare the written proposal or posters. Their expertise is limited to a acting as a sounding board for concept development.
2. The team’s work must be unique and not built off of previously submitted work. Submitting work, or parts of work, that was previously submitted will result in immediate disqualification. See management specific disqualifications.
3. The Management team may collaborate with their Culinary team on the menu and recipe items, including recipe development, costing, pricing and photography.
4. Requirements
 - Restaurant Concept must be located in ProStartville. Exhibit A contains the city’s description, including demographics and local points of interest.
 - Students will select 1 of the 4 provided restaurant space scenarios provided in Exhibit C.

Preparation for Management Competition Description

1. Mentors and educators may assist teams in preparation for the competition; however, they may not prepare the written proposals or posters. Their expertise is limited to acting as a sounding board for concept development.
2. The team’s work must be unique and not built off of previously submitted work. Submitting work, or parts of work, that was previously submitted will result in immediate disqualification. See Management Specific Disqualifications
3. The management team may collaborate with their Culinary team on the menu and recipe items, including recipe development, costing, pricing and photography.
4. Requirements
 - Restaurant Concept must be located in ProStartville. Exhibit A contains the city’s description, including demographics and local points of interest.
 - Students will select 1 of the 4 provided restaurant space scenarios provided in Exhibit C.

Team Proposal Submissions (See Exhibit B for Deliverables Checklist)

1. Teams should utilize Foundations of Restaurant Management & Culinary Arts Levels 1 and 2 when crafting their written proposals. Definitions, explanations, and examples of complex topics are included throughout the curriculum and can provide sufficient background knowledge for teams to develop unique and creative concepts. Additional research and use of outside resources is also encouraged.
2. General Guidelines for Written Proposal
 - Typed, 12 point, Times New Roman or Arial font, 1-inch margins
 - Submitted in a single PDF document
 - The front cover must include only the following information: state, names of team members, concept name, concept logo, and year. Style and font of the cover page should match the contents.
3. In addition to the Written Proposal, teams must prepare one additional copy of the sample menu, the recipes, photographs, costing and menu pricing worksheets. These should be attached to the PDF file at the end of the written proposal.
4. Requirements for the Written Proposal are detailed in the following section.

Written Proposal Contents

1. **Restaurant Concept Description (2 Pages Maximum):** The following must be included in the description:
 - Type of establishment
 - Purpose and impact
 - Meals served (breakfast, lunch, dinner, etc.)
 - Hours of operation
 - Type of Cuisine served
 - Target market within the fictional city of ProStartville (defining characteristics, demographics, business/leisure, etc.)
2. **Floorplan and Selected Restaurant Space Scenario (1 Page Maximum):** WHTCEF will provide four (4) restaurant space scenarios to choose from. Students must use one of the four scenarios provided to create a unique floor plan. (See exhibit C for Restaurant Space Scenario Options). A basic floor plan of the restaurant’s layout (front-of-the-house and back-of-the-house) must be provided. The floor plan may be handwritten or electronically diagrammed. Students are encouraged to make it as much to scale as possible; however, the floorplan 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. (See Exhibit D for Sample Floorplan.)
3. **Interior and Decor (2 Page Maximum):** Teams will prepare a description of interior and decor for their concept. This may include photos, samples of paint, etc. These should be entirely flat and included in the Digital PDF copy, they should not be 3D objects
4. **SWOT Analysis (1 Page Maximum):** Teams will prepare a SWOT analysis for their concept.
5. **Organizational Chart (1 Page Maximum):** Teams must include an organizational chart that lists the positions that will be necessary to staff the restaurant. It is not mandatory to include how many staff will fill each position. Charts should not be hand-drawn; many programs and websites offer free templates. (See Exhibit E for Sample Organizational Chart).
6. **Menu (1 Page Maximum):** Teams must develop a menu to support the restaurant concept that includes exactly twelve (12) menu items. The sample menu should be representative of how this information would be communicated to customers including pricing and should include all necessary menu item descriptions. The menu may not exceed one standard 8.5” x 11” sheet of paper. See Exhibit F for clarification on what counts as a menu item.
7. **Recipes:** For one (1) of the twelve (12) menu items, teams will prepare and provide recipes. Recipes should be typed and submitted on the official recipe and costing templates can be found in Exhibits G & H. Acknowledgments and sources must be listed on each recipe. Recipes must be written in a logical

sequence. See Exhibit G for a sample recipe.

8. Costing: For one (1) of the twelve (12) menu items, teams will prepare and provide costing information. Costing information should be typed and submitted on the official recipe and costing templates can be found in Exhibits G & H. Acknowledgments and sources must be listed on each recipe in MLA formatting. See Exhibit H for a recipe cost example.

- Small amounts of kosher/table salt and black pepper may be priced at 1% of the total recipe cost. Everything else must be costed out.
- Oil for deep-frying may be priced at 2% of the total recipe cost, only if used.

9. Menu Pricing: Prices must also be developed for the same one menu item costed in item 8 above—calculated at a 33% food cost percentage. The 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 would be acceptable to have a price of \$7.95 or \$8.00. However, the final calculation before rounding must be indicated on the menu pricing template.

10. Photographs (2 Pages Maximum): Teams will prepare and photograph at least one, and up to four, menu items to be included in the written proposal. Photographs must be of items made by the team, and should not be stock photo, clipart, or other published images.

11. Marketing Tactics (2 pages maximum per tactic, including sample): Teams will develop two (2) marketing tactics to launch their restaurant concept. See Exhibit J for additional information on the different tactics. Alcohol-related activities or promotions may not be used as one of the marketing tactics. At least one of the two tactics must be a traditional tactic, from the list below. The other tactic may involve the use of social media, and teams will create a video or an image that promotes their unique restaurant concept. A team may opt for two traditional marketing tactics or one traditional marketing tactic and one social media tactic. A team may NOT opt for two social media tactics. For each marketing tactic, teams must submit a description of the tactic, the goal of the tactic, a detailed budget that shows all associated costs, and the estimated return on investment (ROI). Students are encouraged to use creativity to develop their tactics. For the budget for each tactic, teams must use local rates and list the rate source. Teams may not enlist the services of a PR firm or a 3rd party agency as a marketing tactic. For the two marketing tactics, teams must submit a paper-based sample, which may not exceed one standard 8.5” x 11” sheet of paper of the tactics.

- Examples of acceptable samples of the traditional marketing tactic include:
 - i. Print or Digital as - mock up of ad
 - ii. Radio commercial - script
 - iii. TV commercial - storyboard
 - iv. Public relations campaign - sample press release
 - v. Promotional giveaway items - photo or mock up of item
 - vi. Email or mail campaign - email text and mock up of accompanying artwork
- Teams may utilize a social media driven marketing tactic that promotes their restaurant by creating one of the following:
 - i. Video (no longer than 20 seconds) - submitted via QR code with the management proposal, on the paper-based sample page
 - ii. Promotional post - submitted via QR code with the management proposal along with a screenshot, on the paper-based sample page
- Social media marketing tactics must be specific to a social media platform. Teams must choose ONLY ONE of the following platforms:
 - i. Instagram
 - ii. Facebook
- Teams must demonstrate the return-on-investment for their social medial marketing tactic by using the standard ROI formula:
 - i. $ROI = (\text{Return [profit]} - \text{investment [expenses]} / \text{investment [expense]}) \times 100$
- All Content must be produced by the team by may feature an influence

Posters

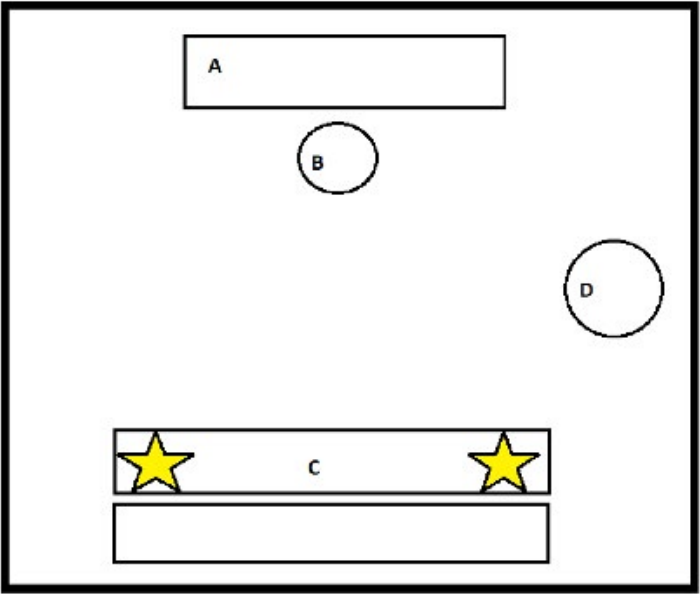
Teams will prepare two posters, 24” x 36” in size. Posters must be entirely flat and may not include any 3-dimensional objects. The poster, when fully constructed, should be able to be rolled up for storage at Check-In.

One poster should display the sample menu and the floorplan; the second poster should display one marketing tactic. If a team opts to display their social media marketing tactic on their poster, they are permitted to include their QR code but must include an image of the tactic itself. If the tactic is a reel/story/video post, a screenshot suffices.

Please note: Judges will not view videos during a team’s time on the competition floor. Concept logos are permitted on the posters, but no other information should be included. See Management Competition Penalties.

Booth and Equipment

Management Station Blueprint



- Competition Booth
 - i. Teams will remain at their booths from the time they report and setup until the competition is over, and they are escorted to judge feedback. During competition, each judge category grouping will rotate between all teams.
- Team table
 - i. Teams’ two (2) posters and copies of three (3) proposals will be placed here prior to report and setup
- Spectator Seating
 - i. Outmost front-row seats reserved for optional team manager and team ambassador
- Judge high-top table

Competition Segments and Scoring

Day Prior to Competition		
Competition Segment	Time	Possible Points
Materials Check-in	Open check-in during allotted timeframe	5 points
Day of Competition		
Report and Setup	5 minutes	
Concept	10 minutes	30 points
Menu	10 minutes	35 points
Break	10 minutes	
Marketing	10 minutes	40 points
Critical Thinking A	10 minutes	55 points (total)
Critical Thinking B	10 minutes	
Operation	10 minutes	30 points
Break	10 minutes	
Menu & Costing	10 minutes	5 points
Break	5 minutes	
Judge Feedback	10 minutes	
Totals	~1 hr, 50 minutes	200 points

Management Competition Rules

Uniform

Each team is required to dress in uniform during all portions of the competition. This includes Team Check In, as well as feedback sessions.

- The uniform should consist of:
 - i. Solid color, 3/4 sleeve or long sleeve, collared dress shirts. Neck wear of any sort should not be worn.
 - ii. Dress Pants or skirts
 - iii. Professional footwear suitable for business meeting, with heel height no more than 3 inches.
- The ProStart logo must be displayed on the participants’ right or left chest if embroidered, or placed in this location if using a pin. The choice of embroidery or pin has no impact on scoring. Only ProStart or sponsor logos are allowed on uniform shirts. No other logos are permitted, including concept logos. Please see the NRAEF branding guidelines for questions on logo usage.
- All team members should wear the same style of shirt, and pants should be worn appropriately and professionally (not sagging, etc.) Khaki pants may be worn; jeans are not permitted. The team’s uniform should reflect a professional event, not their concept, as concept logos are prohibited on their uniform.

Day of Competition

Report to Competition

- Teams will report to the Management Competition floor and their assigned booth five (5) minutes before their scheduled start time. Team posters and one (1) copy of the Written Proposal will be in the assigned booth at this time. Teams will have an additional five (5) minutes to set up their booth. Each student may bring a bottle of water and notecards into the booth. No other items will be permitted. Note: Teams should not enter their booth until told to do so by Event staff.
- At the designated time, the competition will begin and will include 7-minute presentation segments. During this time, students will present on the relevant section of their concept, reference their posters, and answer judge questions. Each set of judges will rotate to the next booth at the conclusion of this 7-minute period. There will be a 3-minute break, and announcement of the next group of judges before the next judges arrive. There may be more than one round of judging per segment. Scores from multiple rounds will be averaged (e.g. two rounds of critical thinking).
- Teams may not shake hands, distribute materials to judges or use additional materials (e.g. business cards, promotional items, props, etc.) During the competition segments. Any relevant materials must be included in the written proposal.
- Critical Thinking Judges will question each team and evaluate their critical thinking skills and ability to react to management challenges. The judges will present each team mini-scenarios from four (4) of the following seven (7) categories: 1) safety and sanitation, 2) customer service, 3) social media, 4) human resources and staffing, 5) menu development and design, 6) marketing, and 7) concept knowledge. All teams will be evaluated on the same categories – the chosen categories will NOT be distributed at check-in. The team will then present how they would address that scenario from the context of their unique restaurant concept. (For sample scenarios, see Exhibit K).
- Any communication with the team by outside parties, including teacher(s), mentor(s), or other observers is prohibited during this time.
- See Exhibit L for a sample Management Competition timeline

Management Competition Penalties

1. Written proposal does not meet specifications, or was not submitted on time.
 - a. 1 point is deducted per unmet guideline. See *Written Proposal*, 2 a – e.
 - b. 5 points are deducted for any proposal submitted after the deadline.
2. The team is not dressed in uniform – 5 pts
3. Posters do not meet specifications or include additional information – 5 pts
4. Restaurant concept is not located in ProStartville or does not match one of the provided restaurant space scenarios – 5 pts
5. Team submits more or fewer than 12 menu items – 5 pts
6. Team includes an alcoholic beverage as one of their menu items – 5 pts
7. Team submits recipes for more or fewer than 1 menu item – 5 pts
8. Team submits food costing worksheets for more or fewer than 1 menu item – 5 pts
9. Team submits more or fewer than 1 menu pricing worksheet – 5 pts
10. Team submits more or fewer than 2 marketing tactics – 5 pts
11. Team uses an alcohol-related activity or promotion as one of their marketing tactics – 5 pts

Management Specific Disqualifications

- Team submitted work, or parts of work, that was previously submitted
- Team does not check in for Management or fails to successfully check-in within the allotted window on appropriate date.

Exhibit A – Management

2026 Location Description – ProStartville, USA

Demographics:

The geographic location of ProStartville, USA is at your discretion. ProStartville, USA is home to a diverse group of families, students, and young professionals. Residents of ProStartville enjoy a thriving arts scene, a large university with a strong sports program, an international airport, and unique neighborhoods.

Population

- 275,508
- Year-over-year population change - +2.6%
 - Median age – 31.8

Age	% of Population
0-9	8%
10 -19	12%
20 - 29	26%
30 - 39	16%
40 - 49	11%
50 - 59	10%
60 - 69	9%
70+	9%

- Families – represent 33% of the population
- Foreign-born population - 13%
- Gender
 - Men: 49%
 - Women: 51%
- Median income - \$76,817

Economy

- In civilian labor force – 65%

Education

- High school graduate or higher (25+ years old) – 96%
- Bachelor's degree or higher (25+ years old) - 59%

Exhibit B – Management

Written Proposal Outline and Checklist

The information in the fifteen written proposals must be presented in the following order in sections separated by tabs:

- ☐ Restaurant concept description
 - Type of establishment
 - Purpose and impact
 - Meals served
 - Hours of operation
 - Type of cuisine served
 - Target market
- ☐ Floorplan of selected Restaurant Space Scenario
- ☐ Description of interior and décor
- ☐ SWOT Analysis
- ☐ Organizational Chart
- ☐ Sample menu
- ☐ Recipe(s) for one menu item
- ☐ Costing worksheet(s) for one menu item
- ☐ Menu pricing worksheet(s) for one menu item
- ☐ Photo of one to four menu items
- ☐ Two marketing tactics
 - Description
 - Goal
 - Budget
 - ROI
 - Sample
 - QR Code linking to actual social media tactic, if one is used

Additional Materials:

In a single Manila Folder with the team's state or region on the front, teams must place one additional copy of:

- Sample menu
- Recipes
- Photographs
- Costing
- Menu pricing worksheets

Example of folder: https://www.staples.com/Staples-Manila-File-Folders-Letter-3-Tab-Assorted-Position-100-Box/product_116657

Further information on the construction of the Written Proposal is found on pages 33 – 35.

Exhibit C – Management

Restaurant Space Scenario Options

There are four scenarios available to choose from. The Management team may enhance their selected scenario but the team may not change the set parameters.

Example of prohibited change of set parameter – A team selects the freestanding option but explains that many of the offices are actually open seven days a week so it's always busy.

1. Freestanding – Located in the heart of Main Street, a spot just opened up in between the county courthouse and the ProStartville Community Center.
 - a. Pro: There's plenty of activity in the area to draw in customers by foot traffic.
 - b. Con: Location in business district lends itself to busy days and quiet nights.
2. Airport – Restaurant space available in the ProStartville International Airport in Concourse B after passengers pass through TSA security.
 - a. Pro: People are always traveling, and the seasonal busy times mean big business.
 - b. Con: The customer base is limited to travelers and airport employees.
3. Food Truck – Perhaps the most flexible option. You are bringing the food to the masses.
 - a. Pro: You can bring your business to busy locations and popular events.
 - b. Con: Limited working space within the truck so having a dependable staff is crucial.
4. Strip Mall – The strip mall is located near the large university and contains a nail salon, a craft store, a bank, and a few other new businesses that are opening up.
 - a. Pro: With new businesses opening up, they are sure to draw attention.
 - b. Con: Due to the increased activity, parking may be a challenge.

Exhibit D – Management

Sample Restaurant Floorplan

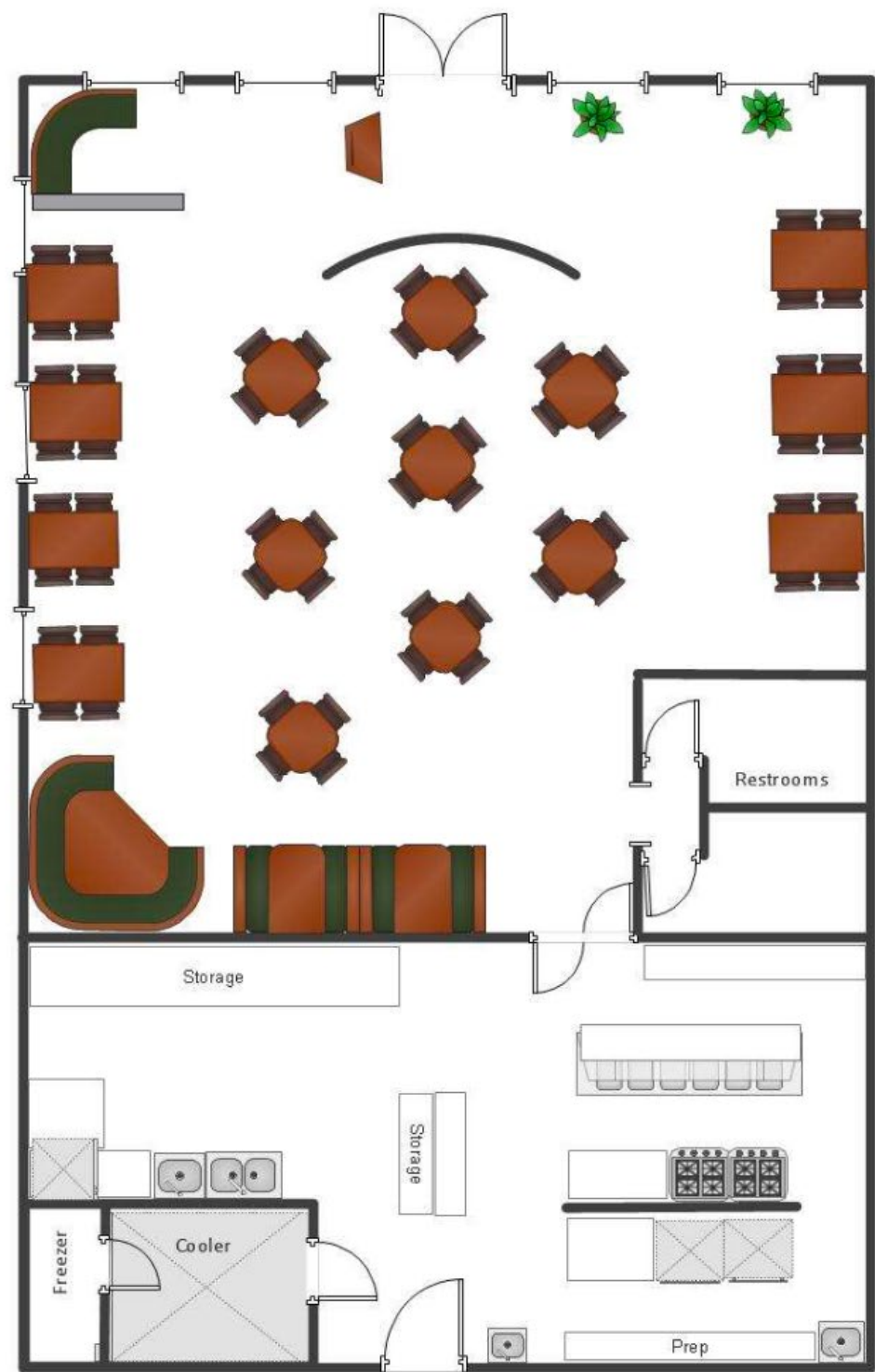


Exhibit E – Management

Sample Organizational Chart

The Organizational Chart below is an example of the positions needed to staff a full-service restaurant with catering functions.

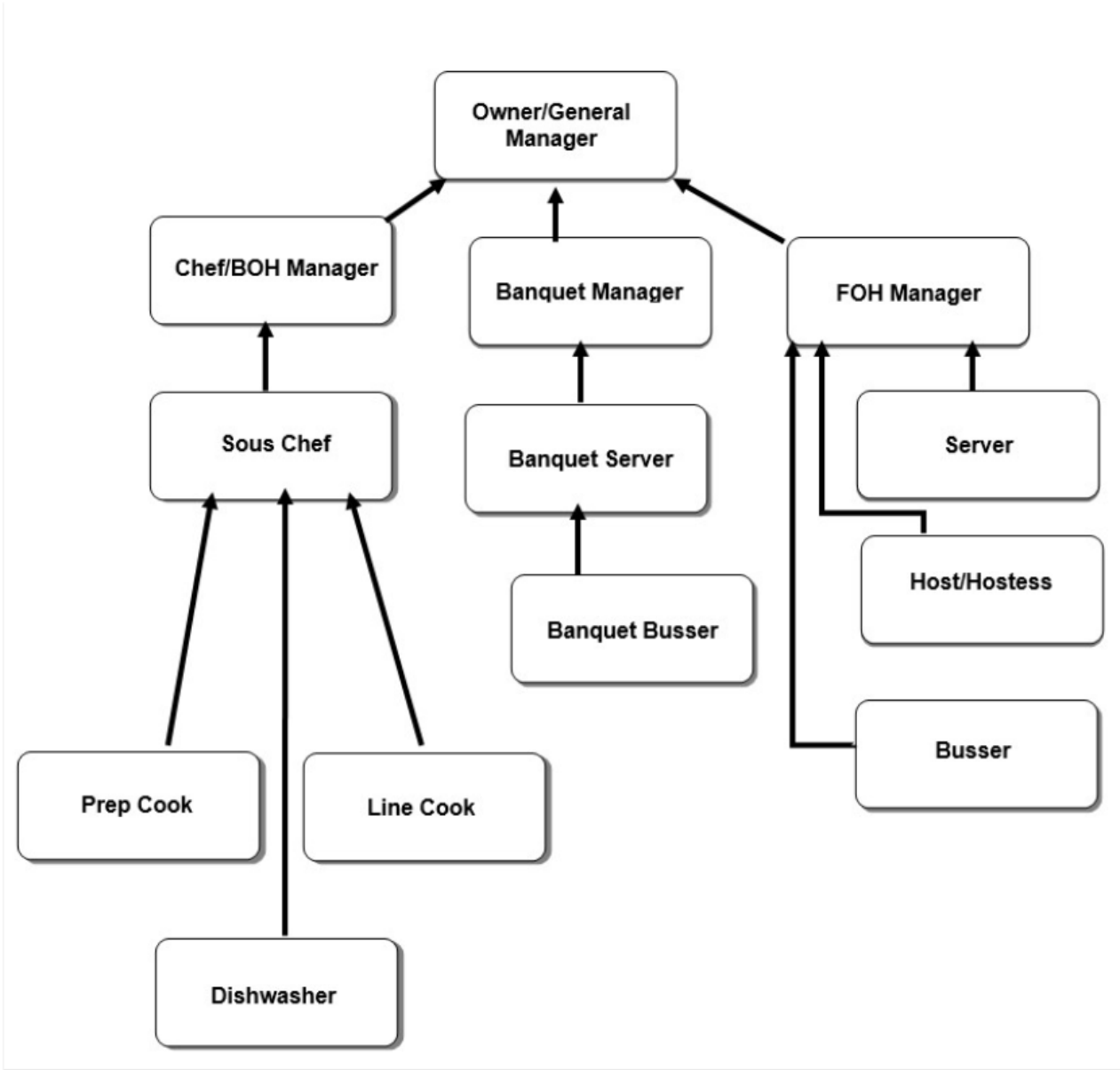


Exhibit F – Management

Menu Item Clarification

The intent is for teams to develop a menu featuring only twelve menu items. This may be treated as a representative sample that is reflective of the concept’s broader menu, with the twelve selected menu items serving as the true highlights of the restaurant’s brand and concept. Please see the below information on what constitutes a menu item.

Menu Item Clarification

The general rule of thumb for what counts as a menu item is that anything that is packaged together for one price counts as one item. Please see the examples below for further clarification.

An exception to this rule is a table d’hote menu (see *Foundations of Restaurant Management & Culinary Arts Level 2, 1st Editon, pgs. 473-74, or pgs 28-29 of the 2nd Edition*) or prix fixe menu. In those cases, each dish that makes up the table d’hote or choice for prix fixe counts as one menu item.

On the sample menu below, there are examples of how to count menu items.

- Each Appetizer and Salad counts as one menu item
- Each Sandwich counts as one menu item. The costing for each item would include the most costly of the side choices
- Each Dinner item counts as one menu item. Costing would include all sides and sauces
- Each Dessert is one item. Each Beverage is one item
- Total menu items count for this menu is: 16

Appetizers		Salads	
Calamari ¹	\$8.00	House ³	\$6.50
Fresh, tender squid lightly floured then deep fried, served with lemon wedges and homemade marinara sauce.		Spring greens, avocado, roasted peppers, onions, shredded carrots, tomatoes & balsamic dressing	
Spinach and Artichoke Dip ²	\$7.50	Crazy ⁴	\$8.50
Warm blend of creamy spinach, tender artichokes, and melted Asiago and Parmesan cheeses. Served with tortilla chips.		Chicken breast, goat cheese, spring greens, crushed walnuts, bacon, roasted peppers, onions & balsamic dressing	
		Wild Alaska Salmon ⁵	\$10.50
		Alaska salmon, spring greens, tomatoes, sliced lemon & balsamic dressing	
Sandwiches		Entrees	
Available with your choice of potato, pasta, or green salad.			
Best Burger ⁶	\$8.50	Pot Roast Dinner ⁹	\$15.75
¼ lb. beef patty, pickle, tomatoes, sautéed onions, spring greens, cheddar cheese		Piled high with cippolini onions, carrots & mushrooms over mashed potatoes, served au jus	
Best Chicken ⁷	\$8.00	Chili Glazed Salmon ¹⁰	\$16.50
Chicken breast, spring greens, tomatoes, onions & basil mayo		Served over a roasted vegetable & quinoa pilaf finished with micro greens	
Garden Burger ⁸	\$7.00	Chicken Pot Pie ¹¹	\$13.00
Veggie patty, sun-dried tomato pesto, spring greens, avocado, tomatoes, onions, shredded carrot & basil mayo		Roasted chicken in an herbed cream sauce with leeks & carrots under a pastry crust	
Desserts		Beverages	
Cake of the day ¹²	\$4.00	Soda ¹⁴	\$2.00
Ice Cream Sundae ¹³	\$3.50	Housemade Lemonade ¹⁵	\$2.50
		Brewed Coffee ¹⁶	\$1.50

For beverages, each item that is individually priced would count as a menu item. The example below includes 20 items. **Note:** The Cappuccino and Café Latte, while priced the same, are two

separate menu items as they are substantially different items. The Brewed and Iced Coffee are two separate menu items as they are priced differently.

Central Perk Coffee Shop

Item	Small	Medium	Large
Espresso	1.75 ¹	1.95 ²	--
Cappuccino	2.95 ³	3.65 ⁴	3.95 ⁵
Americano	2.15 ⁶	2.55 ⁷	2.95 ⁸
Café Latte	2.95 ⁹	3.65 ¹⁰	3.95 ¹¹
Vanilla Latte	3.45 ¹²	4.15 ¹³	4.45 ¹⁴
Brewed Coffee	1.95 ¹⁵	2.45 ¹⁶	2.95 ¹⁷
Iced Coffee	2.15 ¹⁸	2.65 ¹⁹	3.15 ²⁰

For a “build your own” concept, ingredients that are individually priced would count as one menu item. The example below includes 9 menu items and are noted in red below.

a

Item Type	Protein	Toppings	Extras
Choose 1	Choose 1	Choose 2 (\$1 for additional topping) ⁵	
Burrito	Chicken ¹ \$6.25	Beans and Rice	Chips and Salsa ⁶ \$3.00
Bowl	Steak ² \$6.50	Cheese	Guacamole ⁷ \$4.00
Tacos	Ground Beef ³ \$5.95	Salsa	Chips and Guacamole ⁸ \$5.00
Salad	Vegetarian ⁴ \$5.75	Sour Cream	Chips only ⁹ \$2.00

Note: While a “build your own” concept is permissible, it is not recommended. Teams instead should focus on their core menu, composed of items that reflect their unique brand signature., There can then be an acknowledgement that there are opportunities to “build your own” integrated into the concept’s broader menu.

Exhibit G – Management

Recipe Example

Note: For a menu item consisting of Chicken Gruyere served with sautéed spinach, and roasted potatoes, you should include separate recipes for the chicken, the spinach, the potatoes and the sauce.

Management teams must complete this worksheet prior to the competition and include in both the written proposal and costing folder. Portion size is at your discretion.

State Name	Awesome State		
Educator Name	Chef Jane Doe		

Menu Item	Chicken Gruyere		
Number of Portions	4	Portion Size	1 breast / approx. 8 oz.
Cooking Method(s)	Sauté, bake		
Recipe Source	Doe, Jane. "Chicken Gruyere." <i>Awesome State School</i> , 2015.		

Ingredients	
Item	Amount
Butter	2 oz.
Onion, sliced	8 oz.
Swiss Cheese, shredded	3 oz.
Bread Crumbs	3 oz.
Paprika	1 teaspoon
Chicken Breast, Airline, skinless	4, approx. 8 oz. each
Salt and Pepper	To taste
White Wine	3 oz.
Chicken Stock	3 oz.

Procedure
1. Sauté onions and ½ butter until soft but not brown. 2. Combine cheese, bread crumbs and paprika 3. Sprinkle chicken breasts with salt and pepper Remainder of procedures...

Exhibit H – Management

Recipe Cost Example

Note: For a menu item consisting of Chicken Gruyere served with sautéed spinach, and roasted potatoes, you should include separate recipe costing sheets for the chicken, the spinach, the potatoes, and the sauce.

Management teams must complete this worksheet prior to the competition and include in both the written proposal and costing folder.

State Name	Awesome State			
Educator Name	Chef Jane Doe			
Menu Item	Chicken Gruyere			
Number of Portions	4	Portion Size	1 breast/ approx.8 oz.	

Ingredient	Purchase Unit	Purchase cost	Unit cost	Amount Needed	Ingredient Cost
Butter	1 pound	\$4.59	\$0.287/oz.	2 oz.	\$0.574
Onion	3 lbs.	\$1.98	\$0.041/oz.	8 oz.	\$0.328
Swiss Cheese	1 pound	\$5.99	\$0.374/oz.	3 oz.	\$1.122
Bread Crumbs	15 oz.	\$1.75	\$0.117/oz.	3 oz.	\$0.351
Paprika	2 oz. / 12 tsp	\$1.79	\$0.895/oz.	.167 oz./1 tsp	\$0.149
Chicken Breast	1 pound	\$1.98	\$1.98/#	2 #	\$3.96
White Wine	750 ml / 25.4 oz.	\$12.00	\$0.472/oz.	3 oz.	\$1.416
Chicken Stock	1 gallon	\$6.00	\$0.047/oz.	3 oz.	\$0.141

Subtotal	\$8.041
1 % for salt and pepper (Q Factor)	\$0.08
2 % for frying oil (if used)	\$0.000
Total Recipe Cost	\$8.121
Portion Cost	\$2.03

Exhibit I – Management

Menu Price Example

Note: For a menu item consisting of Chicken Gruyere served with sautéed spinach, and roasted potatoes, you should include one (1) menu price sheet for the completed menu item.

Management teams must complete this worksheet prior to the competition and include in both the written proposal and costing folder.

State Name	Awesome State		
Educator Name	Chef Jane Doe		

Menu Category	☐ Starter	☒ X Entree	☐ Dessert
---------------	----------------------------------	--	----------------------------------

Recipe	Portion Cost
Chicken Gruyere	\$2.03
Sauteed Spinach (from additional recipe and costing sheets)	\$0.753
Roasted Potatoes (from additional recipe and costing sheets)	\$0.961
Sauce (from additional recipe and costing sheets)	\$0.354

Total Plate Portion Cost	\$4.098
Menu Price at 33% Food Cost	\$12.42
Actual Price on Menu	\$14.50

Exhibit J – Management

Marketing Tactic Clarification

Teams must include two marketing tactics as a part of their proposal. Teams may submit two traditional marketing tactics, or one traditional marketing tactic and one social media marketing tactic. Teams MAY NOT submit two social medial marketing tactics. The below categories will help identify what qualifies as a marketing tactic and what can be seen as specific examples of each tactic.

For the traditional marketing tactic, website and social media presence are not tactics in and of themselves. For example, Sprinkles Cupcakes uses twitter for a “whisper words” promotion. Each day a “whisper word” is announced via the official Sprinkles Twitter account, and the first 50 patrons to whisper the word-of-the-day receive a free cupcake. In this example, Twitter is the vehicle for the promotion. The marketing tactic employed is actually sample/free product.

Social Media:

The video or promotional post created by teams should focus on strong brand recognition and reinforce the restaurant concept.

Video – Promoted short form videos, with captions

- Instagram story
- Instagram reel
- Facebook reel

Promotional Post – Promoted posts with images and captions

- Instagram post
- Facebook post

Traditional:

Advertising – Paying to present or promote an operation’s products, services, or identity.

- Newspaper
- Radio
- Magazine
- Billboard
- Metro Transit
- Digital advertisements on social media or billboards

Promotions – Incentives to entice customers to patronize an operation.

- Frequent shopper program
- Special Pricing
- Special Events
- Samples
- Contest/sweepstakes
- Signage & display materials
- Merchandising
- Carryout & door hanger menu

Public Relations – The process by which an operation interacts with the community at large.

- Hosting a charity event
- Press release
- Sponsoring a team or event

Direct Marketing – Making a concerted effort to connect directly with a certain segment of the market.

- Post Card mailing campaign
- E-mail campaign
- Deal of the Day website (Groupon, Living Social, etc.)
- Smart phone application that updates and informs customers directly
- Flyers

Exhibit K – Management

Sample Critical Thinking Scenarios

Social Media

A guest leaves a negative comment of your restaurant on a popular restaurant review website. How would you handle?

Someone posts a bad comment on your restaurant's Facebook page – what should you do?

Safety & Sanitation

While pulling out the beef for your signature ribeye, your prep cook notices that the walk-in seems a bit warm. What do you do?

While cutting lemon wedges for iced teas, your server finds a moldy lemon halfway through the box of lemons. What should the server do?

We see that you have a line cook position. While the line cook is carrying your signature soup, he slips in a puddle of water by the dish area. What do you do?

Customer Service

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?

A guest chokes on a toothpick on their way out the door - what do you do?

Human Resources & Staffing

One of your employees reports that he is being bullied by another employee. How would you address this? Who would you speak to first?

A guest calls the day after dining and complains that the server added an extra \$5 to the tip the guest left. How do you address this?

Marketing

In the coupon you printed in the newspaper, you forgot to put an expiration date. Two months later, a table presents it for redemption- what do you do?

Menu Development and Design

You don't sell as much of the filet as you anticipated on Friday night, what will you do with the extra filets?

A guest at your steakhouse is a vegetarian – what can you serve him/her?

Concept Knowledge

Due to your location, you serve a high-volume during lunch. However, dinner tickets are down. What can you do to increase dinner volume?

A restaurant very similar to yours opens up across the street – how do you compete?

Exhibit L – Management

Sample Management Competition Timeline

Note: The exact order of which category will be judged will vary for each team depending on where the judges start. The order will be announced once the competition schedule is set.

Team	8:00 AM	8:05 AM	8:15 AM	8:25 AM	8:35 AM	8:45 AM	8:55 AM	Break	Feedback Sessions	Students Out
1	Report & Setup	Operations	Critical A	Critical B	Menu	Concept	Marketing		9:10 AM	9:20 AM
2	Report & Setup	Marketing	Operations	Critical A	Critical B	Menu	Concept		9:10 AM	9:20 AM
3	Report & Setup	Concept	Marketing	Operations	Critical A	Critical B	Menu		9:20 AM	9:30 AM
4	Report & Setup	Menu	Concept	Marketing	Operations	Critical A	Critical B		9:20 AM	9:30 AM
5	Report & Setup	Critical B	Menu	Concept	Marketing	Operations	Critical A		9:30 AM	9:40 AM
6	Report & Setup	Critical A	Critical B	Menu	Concept	Marketing	Operations		9:30 AM	9:40 AM
7	Report & Setup	Operations	Critical A	Critical B	Menu	Concept	Marketing		9:40 AM	9:50 AM
8	Report & Setup	Marketing	Operations	Critical A	Critical B	Menu	Concept		9:40 AM	9:50 AM
Team	10:05 AM	10:10 AM	10:20 AM	10:30 AM	10:40 AM	10:50 AM	11:00 AM	Break	Feedback Sessions	Students Out
1	Report & Setup	Operations	Critical A	Critical B	Menu	Concept	Marketing		11:15 AM	11:25 AM
2	Report & Setup	Marketing	Operations	Critical A	Critical B	Menu	Concept		11:15 AM	11:25 AM
3	Report & Setup	Concept	Marketing	Operations	Critical A	Critical B	Menu		11:25 AM	11:35 AM
4	Report & Setup	Menu	Concept	Marketing	Operations	Critical A	Critical B		11:25 AM	11:35 AM
5	Report & Setup	Critical B	Menu	Concept	Marketing	Operations	Critical A		11:35 AM	11:45 AM
6	Report & Setup	Critical A	Critical B	Menu	Concept	Marketing	Operations		11:35 AM	11:45 AM
7	Report & Setup	Operations	Critical A	Critical B	Menu	Concept	Marketing		12:00 PM	12:10 PM
8	Report & Setup	Marketing	Operations	Critical A	Critical B	Menu	Concept		12:00 PM	12:10 PM

Exhibit M – Management

Sample Management Competition Score Sheet

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE
Check-In (5 points)						
Including but not limited to: • Arrival within timeframe • Items meet specifications • Complete submission • Uniform	1	2	3	4	5	
Concept (30 points)						
Description of Concept	1-2	3-4	5-6	7-8	9-10	
SWOT Analysis	1-2	3-4	5-6	7-8	9-10	
Presentation Skills	1	2	3	4	5	
Q & A – Depth of Knowledge	1	2	3	4	5	
Menu and Costing (35 points)						
Menu Matches Concept	1	2	3	4	5	
Description of 12 items	1	2	3	4	5	
Sample of how presented	1	2	3	4	5	
Photos	1	2	3	4	5	
Presentation Skills	1	2	3	4	5	
Q & A – Depth of Knowledge	1	2	3	4	5	
Menu Poster	1	2	3	4	5	
Marketing (40 points)						
Matches Concept	1	2	3	4	5	
ROI	1	2	3	4	5	
Tactic Budgets	1	2	3	4	5	
Samples	1	2	3	4	5	
Creativity	1	2	3	4	5	
Presentation Skills	1	2	3	4	5	
Q & A – Depth of Knowledge	1	2	3	4	5	
Marketing Poster	1	2	3	4	5	
Critical Thinking (55 points)						
Teamwork	1	2	3	4	5	
Presentation Skills	1	2	3	4	5	
Q & A – Depth of Knowledge	1	2	3	4	5	
Category 1	1-2	3-4	5-6	7-8	9-10	
Category 2	1-2	3-4	5-6	7-8	9-10	
Category 3	1-2	3-4	5-6	7-8	9-10	
Category 4	1-2	3-4	5-6	7-8	9-10	
Operations (30 points)						
Layout Selection & Floorplan	1-2	3-4	5-6	7-8	10	

2026 Cake Baking Competition

Interior and décor	1	2	3	4	5	
Organizational chart	1	2	3	4	5	
Presentation Skills	1	2	3	4	5	
Q & A – Depth of Knowledge	1	2	3	4	5	
Menu and Costing (5 points)						
Recipes, Costing, Pricing	1	2	3	4	5	

DISQUALIFICATION
Reason for Disqualification:
_____ Team submitted work, or parts of work, that was previously submitted.
_____ Violation of the General Disqualifications on page 5.
PENALTY
Reason for Penalty:
_____ Written proposal was not submitted by March 26, 2026 to ProStart@nraef.org – 5 pts
_____ The team is not dressed in uniform – 5 pts
_____ Posters do not meet specifications or include additional information – 5 pts
_____ Restaurant concept is not located in ProStartville or does not match one of the provided restaurant space scenarios – 5 pts
_____ Team submits more or fewer than 12 menu items – 5 pts Number of items submitted _____
_____ Team includes an alcoholic beverage or adult consumable as one of their menu items – 5 pts
_____ Team submits recipes for more or fewer than 1 menu item – 5 pts Number of recipes submitted _____
_____ Team submits food costing worksheets for more or fewer than 1 menu item – 5 pts Number of costing worksheets submitted _____
_____ Team submits more or fewer than 1 menu pricing worksheet – 5 pts Number of menu pricing worksheets submitted _____
_____ Team submits more or fewer than 2 marketing tactics – 5 pts Number of marketing tactics submitted _____
_____ Team uses an alcohol-related activity or promotion as one of their marketing tactics – 5 pts

Purpose

Students participating at the Wyoming Baking Competition will demonstrate their knowledge of, passion for, and creativity in the restaurant industry through their demonstration of professional work skills and cake decorating techniques. Participation in the competition reinforces the skills and knowledge learned in the culinary classroom and from industry mentors and coaches.

Eligibility

Students

1. All High School Students, currently enrolled in culinary arts, FACS, baking or ProStart program are eligible to participate. Participating teams will consist of two (2) to four (4) team members plus one (1) optional team manager.
2. Students may participate in the Wyoming State ProStart Invitational as a competitor for only two years, which may be non-consecutive.

Teams

1. Participating teams consist of two (2) to four (4) student competitors and one (1) optional team manager, for a maximum total of five (5) students
2. Teams also consist of one educator and one optional restaurant/food service industry mentor.
3. The team manager may only compete if an original team member is injured, sick or otherwise unable to participate. In such cases, the team manager, with a judge’s approval, may replace the affected student.
4. Team manager may also participate in certain defined roles in the competitions. See the rules for details.
5. Schools participating in the Professional Baking category may bring one (1) Baking Team.

Attendees

Families and fans are encouraged to attend the competition, which is free to attend and open to the public. Awards Dinner tickets are available for purchase and if possible should be acquired in advance since space is limited and it has historically sold out.

General Disqualifications

1. Competing students and team manager 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 students. The determination of what constitutes coaching or communication is solely at the discretion of the WHTCEF and the judges. No warnings will be provided; violations result in disqualification.
2. Misconduct includes any form of poor sportsmanship, any nonprescription drug use, alcohol use, or any activity that is illegal Under federal, state or local laws, at the event, during competition, during unsupervised free time, during supervised competition social activities or in activities or locations related to the event. Should such alleged misconduct come to the WHTCEF's attention, the matter will be investigated as the WHCTEF deems appropriate. Any decision as to appropriate action due to misconduct, up to and including disqualification, is at the sole discretion of the WHTCEF 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 Wyoming State ProStart Invitational.
3. Teams must participate in each event segment in the competition or they will be disqualified. Failure to compete in any segment will result in disqualification.
4. Teams will be disqualified if they continue to work on their cake beyond the sixty (60)minute competition window. If a team fails to complete their cake in the allocated time, they should plan to submit the cake as-is (incomplete), rather than risk disqualification.

Final Scoring

All judges have been carefully selected by the event organizers for their related skills, experience, and expertise. Judges have reviewed the rules in advance of the competition and participated in an orientation. By participating in the competitions, each team and its participants acknowledge that while every effort will be made to provide fair and impartial judging, some discretion and subjectivity is present in any judged competition. All decisions and scoring by judges is final. Any questions about scoring should be referred to the even coordinator.

Schedules

Competition schedules will be distributed in advance of the event, once all teams have been identified. The schedule will include assigned start and finish times for all competition segments. All schedules are subject to change.

General Provisions

Teams will be using tools that may cause cuts, burns or injury if not used appropriately. Proper safety techniques must be followed by all team members. No horseplay or unduly hazardous behavior will be allowed or tolerated. The mentors, teachers, chaperone's, and families are expected to ensure that the team members comply with all applicable laws, rules and regulations. Team members shall comply with all other written as well as verbal instructions or warnings provided by the Event Organizers.

Summary of Event

1. Teams will demonstrate their knowledge, skills, and creative abilities during the competition through the preparation of a unique show cake that fits a pre-determined theme. Performance during the event is observed and rated by judges from the food service industry and post-secondary schools. Teams demonstrate their ability to work together while creating and presenting their cake.
2. Teams of up to four (4) with one (1) optional team manager will arrive at the competition with their cake, icing, fondant, gum paste, etc. Previously prepared, but not in finished form. Teams will have one hour to assemble and decorate their cake. At the completion of the one hour, all teams will walk their finished cake to the display area for presentation and judging. The cake aesthetic will follow a previously determined theme, which will be determined by the WHTC.

Scoring

1. A maximum of 100 points can be earned by a team during the competition. Teams will be judged on teamwork, safety and sanitation, work skills, as well as the overall appearance and flavor of their cake. Teams will also be judged on the accuracy of their recipe and costing packet. See Exhibit H for scoring specifics.
2. In case of a tie: the tying teams will each be interviewed by a panel of judges for further insights into their performance. Teams will be asked questions to be answered verbally with regard to the methods, preparation and presentation of their cake. Judges will discuss and make a group determination as to the ranking of final winner(s).

Planning and Preparation for Cake Decorating Competition

1. Each team will develop a unique cake that reflects the predetermined theme.
2. Each team will assemble on-site a show cake in one hour that will be evaluated by the judges for both taste and presentation.
3. The cake base must not be any larger than 24 x 30 inches. There are no restrictions on the height of the cake, however, teams should be aware that they will be required to carry the cake on a foil-covered cake board across the competition floor to their assigned display area.

4. Teams must bring with them all ingredients necessary to assemble their cake during the competition. Cake, fillings, icing, fondant, gum paste, etc. can be prepared prior to the competition but may not be in finished form. In this case, “previously prepared” refers to product that is baked, colored, flavored, whipped, etc. at the team’s school. “Not in finished form” means these items have not been cut, piped, molded, formed, sculpted, etc. Teams may prepare fillings, icings, etc. on site if needed. These items can be prepared with only the permitted equipment (see pg. 7 for examples)
5. Commercially prepared decorative items are forbidden. These items may include--but are not limited to: sprinkles, dragees, sugar pearls, chocolate transfer sheets, edible wafer paper or edible cake jewels. Teams may produce scratch versions of these items during their one hour competition time, but may not bring them in finished form to the competition.
6. Cakes may only be presented on foil-covered cake boards. Teams are responsible for providing their own cake boards for the competition. Cakes should be presented on a food-safe, foil covered cake board, no more than 2” thick. The boards may be of any size or shape that is appropriate for the cake that is prepared. The cake board may be prepared prior to competition. The foil should be silver or gold in color. The foil may be standard kitchen aluminum foil, or a product similar to “Wilton Silver Fanci Foil Wrap”.

Product Check-In and Pre-Competition Logistics

1. Teams will not be scored on product check-in or food handling during the product check-in the day before the competition, but it should be assumed that all professional standards for safety are adhered to.
2. Teams should be in uniform.
3. Teams should plan to bring their product to the open product check-in station
4. No refrigeration will be provided by the event staff or WHTC. If teams require to keep product chilled, they should plan to bring their own coolers with ice. WHTC staff will allow access to the competition/storage space at 9:00PM to refresh ice (provided by the event).

Educator and Mentor Participation

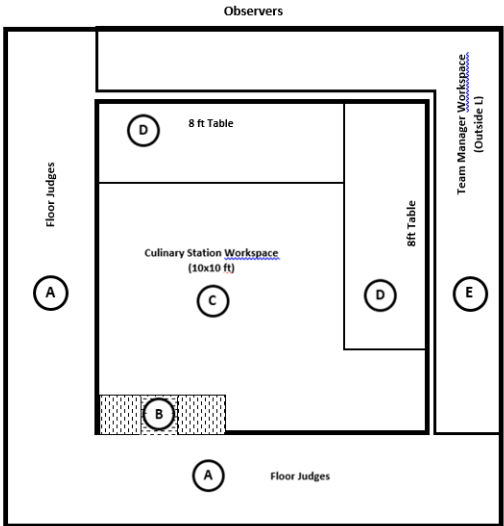
1. May assist teams in preparing for the competition.
2. May not develop the cake design or flavors.
3. Expertise is limited to preparation suggestions and technique advice.

Workspace and Equipment

1. Competition floor outside of Cake Station Workspace
 - Floor Judges have access to this space. Teams may access this area to use handwashing station only.
2. Cake Station Doorway
 - A safe space to enter and exit the station; approximately 2.5’ wide
3. Cake Station Workspace
 - 10ft x 10ft - All materials must be inside the designated area. Teams may store equipment under and around the tables.
4. Two 8ft tables set up in “L” formation
5. Designated Team Manager Space
 - Floor judges and the team’s Team Ambassador will have access to this space.

Note: This is a sample layout. The locations of tables, doorways, observer spaces, etc. are subject to change; however, general configuration will remain consistent. Image not to scale.

4. The work station tables will be uncovered. Teams will provide cutting boards and/or silicone mats for food preparation surfaces, but may not cover the work surface with plexiglass.
5. Event Organizers will provide:
 - a. Two (2) eight-foot table per station
 - b. Sanitation buckets with solution
7. Teams will provide:
 - a. All necessary supplies to prepare the cake they have designed, such as: small utensils, cutting boards, small hand tools, rolling pins, pastry tips, gloves, bar mops for competition and clean-up
 - b. One (1) butane burner with fuel if needed
 - c. Water and ice if needed for the competition.
 - d. A foil covered cake board to present the cake on, no more than 2” thick.
8. Permitted Equipment
 - a. Handheld whipped cream chargers
 - b. Butane torch for finishing any item
 - c. Metal, stone or other types of plates or apparatus to extend the cooking surface of the butane burner.
 - d. Dry ice
 - e. Audio recording device to record the critique and feedback sessions
9. Prohibited Equipment
 - a. Electric, battery-operated or compressed gas devices
 - b. Plastic or Plexiglass for the purpose of covering tables
 - c. Cell phones, tablets, or communication devices
 - d. Airbrushing equipment



Permitted Ingredients

1. Permitted Ingredients:
 - a. Team-prepared icing, ganache, buttercream, cake, and fillings that have been prepared prior to competition.
 - b. Commercially prepared gumpaste, fondant, marzipan and modeling chocolate. These items may be pre-portioned and pre-colored as determined by the team. It is not necessary to present these item in their original containers, other appropriate packaging is allowed.
 - c. Commercially manufactured food coloring and luster dusts and powders are allowed.
 - d. WHTCEF permits the use of alcohol in baking competition recipes if pre-authorization has been given.

Prohibited Ingredients

- a. Commercially manufactured cake, ganache, icing, and fillings.
- b. Decoration or design elements in finished form, whether prepared by students or commercially prepared
- c. Chocolate transfer sheets with designs, pre-printed wafer paper, commercially prepared sugar or royal icing decorations.
- d. Inedible, non-food safe decoration or cake support tools: inedible flowers, wires, wooden dowels, etc.
- e. “Dummy” layers, or styrofoam cake forms of any kind
- f. Items that risk foodborne illness

Additionally, cakes should be primarily comprised of cake, icing, and fondant, etc. Crispy rice treats may be used for sculpting and modeling purposes, but may not be utilized for the main body of the cake. Crispy rice treats should comprise less than 20% of the total volume of the entire cake.

Menu and Recipe Presentation

1. Each team prepares three (3) stapled packets with the team’s school name clearly shown on each cover. Each packet must contain a copy of:
 - a. Recipes: all recipes for the cake, fillings, icing, and decorations typed and submitted on the official recipe template. Acknowledgments and sources must be listed on each recipe, in MLA format. Instructions must be written in a logical sequence. See Exhibit C for Recipe example.
 - b. Recipe Costing: all recipe costing sheets for the cake presentation. Recipe cost must be calculated for each individual recipe, typed and submitted on the official costing template. See Exhibit D for Recipe Cost example.
 - Small amounts of common dry spices and flavorings and less than ½ teaspoon of commercially prepared coloring or luster dust may be priced at 1% of the total recipe cost
 - c. Menu Pricing: one menu price worksheet for the entire cake, based on the recipe costs and calculated at a 33% food cost percentage. See Exhibit E for Menu Price example.
 - Menu price on the presentation menu may be rounded up after applying the 33% food cost percentage for a more realistic menu price.
 - Final calculation before rounding must be indicated on costing template.
 - Total menu price for the finished cake may not exceed \$180.00 after applying the 33% food cost percentage.
 - d. Color Cake Photographs: a color photo of the final cake on an 8 1/2 x 11 sheet of paper. The final cake presented to the judges is compared to the photos provided.
 - e. Cake menu with prices: a simple, typed menu with cake descriptions and the price of the cake printed on an 8 1/2 x 11 sheet of paper.
2. Packets are submitted to the judges at Product Check-in. Failure to submit the packets at Product Check-in will result in a penalty.
3. Each participating team also provides one (1) copy of a framed presentation menu:
 - a. Presentation menu is kept with team equipment and not turned in with folders.
 - b. Must include descriptions and final menu prices for the cake.
 - c. School name, team member names, and year must be clearly identified on presentation menu.
 - d. Must be displayed on the team’s designated display area at the completion of the 60 minute competition.
 - e. No other additions to the display are allowed.

Role of the Optional Team Member

1. In the Cake Decorating competition segment, the one optional team manager may serve as an expeditor. The team manager may replace an original team member if a member is injured or unable to participate or continue.
2. If a team member cannot participate or continue, the team manager, with judge’s approval, may replace that team member. The replaced team member may not return/step in for the team manager. If the team manager replaces a team member, s/he must stay for the duration of the competition. The replaced member should leave the cake decorating station and, at the discretion of the team’s educator, may leave the event or may stay and watch as an observer.
3. The team manager may transport ingredients and equipment to the competition work space, but may not help unpack or set up the work space.
4. The team manager may use a stopwatch, talk to the team at any time, use printed materials such as timelines, recipes or notes to assist in keeping the team on track.
5. The team manager is considered a part of the team and may not have any verbal or nonverbal communication with anyone outside the competition area.
6. The team manager is an optional position; there are no additional provisions for teams without a team manager.

Uniform

1. Teams must present a uniform appearance from Product Check-in through Station Cleanup, packing, and judges feedback.
2. Appropriate professional apparel is required, which consists of:
 - a. Long sleeve white chef coats
 - Logos and sponsor names are permitted on chef coats
 - Accent colors are permitted provided the chef coat remains white
 - b. Checkered or black pants
 - c. Non-porous, closed toe, non-slip hard sole black shoes
 - d. Apron and hat
3. Please note, teams failing to follow the uniform requirements will be penalized in points. No portion of the uniform requirements will be provided by the event officials/organizers.

Day Prior to Competition

- Product Check-in Day of Competition:
 - Report to competition area
 - Production Mise En Place (5 Minutes)
 - Assemble Cake (60 Minutes – may present no more than 5 minutes early, but not after)
 - Transport cake to judging area
 - Team Cake Presentation (2 minutes)
 - Judges Questions/Clarification session (2 minutes)
 - Station Clean-Up (20 Minutes)
 - Cleanup Check & Dismissal
 - Judges Feedback (5 minutes)
- See Exhibit G for Sample Cake Competition Timeline.

Product Check-In

1. Product Check-in is the first stop of the competition, however this section will not be evaluated, but it should be assumed that all professional standards for safety and sanitation are adhered to.
2. Teams will be required to check in the following:
 - a. All equipment
 - b. Three (3) Recipe/Costing packets
 - c. Presentation Menu
 - d. All ingredients and prepared cakes, frosting, fillings, etc.
 - All ingredients must be turned in at Product Check-in.
 - e. Teams are to be in full uniform for product check-in.
 - f. The team manager is allowed to fully participate in the Product Check-In segment.
 - g. Hand washing stations are available in the Product Check-in area.
3. No refrigeration will be provided by the event staff or WHTC.
4. 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.
5. Should travel delays arise, and as a result a team is unable to check-in their ingredients during the times allotted, the team will be allowed to store those items in the specified storage area. The team must contact the state ProStart Coordinator/the Event Organizers to make arrangements to access the storage area.

Report to Competition

Team should arrive promptly to the competition area at their assigned Report time, in full uniform. Please note that all teams will have the same report time.

Production Mise en Place

1. The team has five (5) minutes to pre-set their station for the cake production segment. All of the team's equipment and ingredients must be stored under or on their assigned table.
2. Team manager must stay on the end of the tables in the designated team manager work space, and may not touch any equipment, products, or any other item on the table or production area.
3. During Production Mise en Place:
 - a. Teams are allowed to:
 - Set their station
 - Obtain sanitizing solution from kitchen (provided by Event Organizers)
 - Measure dry and liquid ingredients
 - Open or up wrap foods

b. Teams are not allowed to:

- Talk to any spectators, coaches, educators, or mentors
- Heat water or any liquid
- Knead or otherwise prepare fondant, gumpaste or modelling chocolate
- Perform any knife work
- Begin cooking or melting any items
- Mix any ingredients (including cracking of eggs), including icing
- Load piping bags with icing.

4. The judges will notify the teams when the Production Mise en Place segment time ends and the Cake Production segment time begins.

Cake Production

1. Final cake production and decorating must be completed in the sixty (60) minute time period provided. The floor judges will announce the time in 15-minute intervals. Teams may bring a manual or battery-operated timer; however, Event Organizers will keep track of the official time.
2. The team manager must stay at the end of the table and may not touch any equipment, products, or any other item on the table or production area.
3. The team manager may taste food throughout the competition. To do so, the team manager must carry his/her own supply of tasting spoons. Used tasting spoons may be discarded in the trash cans located on the shared space of the competition floor to avoid interfering with team station.
4. A team is considered finished preparing their cake when each requirement is met:
 - a. The cake is assembled and decorated.
 - b. All team members have stepped away from the table and raised their hands to signal they are finished.
5. Teams may present their cake no more than 5 minutes early during the sixty-minute competition.
6. Teams will not be allowed to complete any work beyond the sixty minute competition window. Teams who continue to work past the competition time will be disqualified. If a team fails to complete their cake during the sixty minutes, they should plan to turn in their cake as-is, and not risk disqualification.
7. After a team completes their cake, team members will transport the cake with their presentation menu to the judging area. The team will place the cake on the table next to their menu in their designated place. Teams may not touch the cake for any reason once they have left their work station. The team manager may accompany the team to the judging area, but may not carry the cake or the menu.
8. Once the cake has been placed on the table, teams will line up behind their cake in preparation for the cake and menu presentation.
9. Teams will have up to two (2) minutes to present to their cake to the judges. Judges will have up to two (2) minutes to ask clarifying questions about the cake and presentation. (See Team & Menu Introduction)
10. Once every team has presented their product, the teams will return to their work area for station cleanup.
11. Judges will then evaluate the cakes in private after dismissing teams for station cleanup.
12. Once the evaluations are complete, teams will report to the judging area at their assigned feedback time. The entire team (including the team manager) returns for a five (5) minute feedback session in the judging area. Only the designated teacher, mentor, and state coordinator may accompany the team and listen to feedback.

Team & Menu Introduction

- 1. Each participating team has 2 minutes to verbally present its cake to judges. During this time, students can anticipate:
 - a. Telling what each team member was charged with executing
 - b. Describing their cake design and how it applies to the theme of the event
 - c. Explaining the flavors of their cake.
 - d. Explaining techniques and tools used to decorate their cake
 - e. Team manager may fully participate in this section

Station Clean-Up

- 1. Team has twenty (20) minutes to clean and vacate their station.
 - a. The team must return station to the condition it was in, when they arrived.
 - b. The team manager is allowed to assist during Station Clean-Up.
 - c. Team or team member cannot leave the floor until released by the judges.

Judges Feedback

- 1. Feedback occurs at the team’s assigned time in the judging area room. All team members and manager will participate in feedback.
- 2. Team members are encouraged to ask questions during Feedback to learn from the experience.
- 3. A designated teacher, mentor, and state coordinator are allowed to be present to observe the judges feedback. Teacher/mentor communication with the team is still prohibited at this time.

Event Personnel

- 1. Event Organizers (WHTCEF staff members)
- 2. Volunteers assigned and trained by WHTCEF, to assist with the event.
- 3. Judges from post-secondary education and the restaurant and foodservice industry.
- 4. 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)
- 5. Judges will be consistent from team to team and cover the following categories:
 - a. Teamwork Skills and Organization
 - b. Safety and Sanitation
 - c. Clean up
 - d. Taste and texture
 - e. Appearance
 - f. Recipe, Pricing, and Menu

(See Exhibit H for sample Baking Competition Rating Sheet).

Post Competition

- 1. After cakes have been judged, they will be transported by the team to a common area for public viewing. Cakes will remain on display until 8:00 PM. After that time, teams may pick up their cake to retrieve any components that they would like to save. Any cakes or cake boards not claimed by 8:30 will be disposed of by event staff.
- 2. The packets and framed presentation menu must be picked up by 5pm the day the team competes or the Event Organizers will dispose of unclaimed materials. Report to the registration desk with a team member’s badge to claim the team packets. WHTCEF will retain one copy of the folder from each team.

Exhibit A - Baking

Competition Floor Blueprint

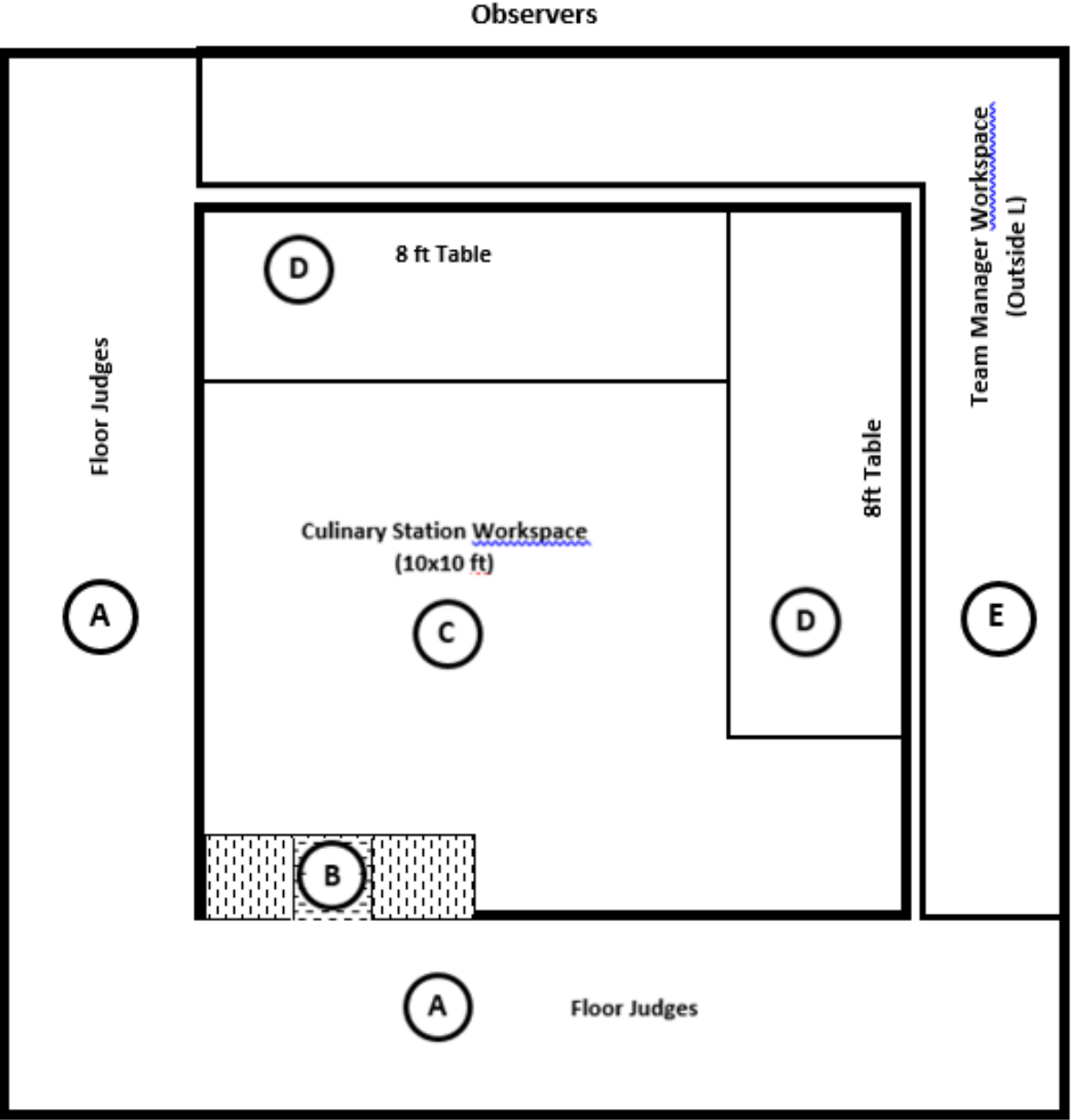


Exhibit B - Baking

Deliverables Checklist Present at Product Check-In

Recipe/Costing Packets should stapled in the upper left hand corner:

- ☐ School Name on cover
- ☐ Menu with Prices (simple typed menu 8 1/2 x 11)
- ☐ Cake Photograph: a color photograph of the finished cake the team intents to build
- ☐ Recipes; typed on official template
- ☐ Recipe costing sheets; typed on official template
- ☐ Menu Price Sheets; typed on official templates

Checklists of other items required

- ☐ One copy of Presentation Menu; framed

Exhibit C - Baking

Recipe Template

Baking Teams must complete this form prior to the competition. Make Three (3) Copies to include in the packets turned in at Product Check-In.

Recipe

State Name	Wyoming		
Educator Name			

Menu Item			
Number of Portions		Portion Size	
Cooking Method(s)			
Recipe Source			
Ingredients			
Item		Amount	

Procedure

Exhibit C - Baking

Recipe Cost Template

Baking Teams must complete this form prior to the competition. Make Three (3) Copies to include in the packets turned in at Product Check-In.

Menu Item					
Number of Portions			Portion Size		
Ingredient	Purchase Unit	Purchase cost	Unit cost	Amount Needed	Ingredient Cost
Subtotal					
1 % for small amounts of spices (Q Factor)					
Total Recipe Cost					
Portion Cost					

Exhibit E - Baking

Menu Price Template

Baking Teams must complete this form prior to the competition. Make Three (3) Copies to include in the packets turned in at Product Check-In.

Menu Price

[illegible]

Total Plate Portion Cost	
Menu Price at 33% Food Cost	
Actual Price on Menu	

2026 Bread Baking Competition

Eligibility:

All high school students currently enrolled in a program using the ProStart curriculum or Professional Baking curriculum who have been approved to compete in the Wyoming Hospitality Student Invitational by the Wyoming ProStart Coordinator. Two teams may represent an individual school.

Purpose:

Participating student bakers will demonstrate their skills, knowledge and creative ability by bringing to the competition two sets of items they have baked themselves at school. Their teachers must certify that the students baked the items themselves without assistance. The items will be a loaf of yeast bread, sourdough, leavened (no yeast), and Flat Bread. The Choice of bread will be left up to the baker, must present 1 loaf or a half dozen small pastries per category.

Procedure:

1. Bakers will check their items (one loaf of each bread (Total of 4)) to the Bakery
2. Check-In at the Wyoming Hospitality Student Invitational. Any team that does not report during the “Bakery Check-In” will be disqualified. The only exception will be late arrival due to unforeseen circumstances such as weather. In such case, the bakers and their teacher/coach should notify the Event Organizers as soon as possible to make alternate arrangements.
3. During the Bakery Check-In, WHTCEF staff will display the bread for judging and tasting.
4. During Check-In, competitors will submit (8.5x11 paper) two identical documents containing their school name, the name(s) of the Student Baker(s), the class in which the student is enrolled in (ProStart or Professional Baking), the exact recipe and food costs.
5. Bakers will be judged according to proper shipping and receiving procedures for their baked items. Food that is improperly stored or transported will disqualify a team.
6. The judging of the baked items will be closed. Only judges and event organizers will be present. Judges may ask questions of the team to determine that they baked the required items themselves, without assistance. Any team determined by the judges to have received assistance in baking from teachers, mentors, parents or other non-team members will be disqualified. The decision of the judges is final.

Rules:

1. Participating teams must bring two identical documents containing their school name, student baker name(s), class in which the student is enrolled (ProStart or Professional Baking), baked item names, recipes and food. Both copies are to be submitted to the Event Organizers at Bakery Check-In.
2. Food cost must be calculated for each item and included in the documents above. For more information on proper calculation of food cost see the ProStart Culinary Competition.
3. Participating teams will consist of one or two students. The names of the student bakers must be registered with the Event Organizers prior to the start of the competition.
4. The student bakers will present their baked items at the appropriate time during the competition. Specific times for presentation will be provided prior to the event. During the questioning period by the judges the students will be judged on professional appearance and demeanor. Preferred attire is white chef coats, hats, dark pants, and closed toe, hard sole shoes.

Disqualification:

Teams may be disqualified for any of the following reasons:

1. Failure to check-in during the specified time.
2. Failure to bring to the event any of the required items (Four types of bread of the bakers choice and two copies of recipe and food cost documentation).
3. Bringing to the event food that has been transported and/or stored improperly.
4. Determination by the judges that the student bakers received assistance in preparation, and baking.
5. Misconduct, which includes any drug, alcohol, or tobacco use or unprofessional, unsportsmanlike conduct at the event, during the competition or in activities or locations related to the event. Should any misconduct come to WHTCEF’s attention, the matter will be investigated, as WHTCEF deems appropriate. Any decision and sanction as to appropriate action due to misconduct is at the sole discretion of the WHTCEF and is final. By entering the competition, the student and the school they represent agree to accept this requirement as well as other conditions of the Invitational.

Event Personnel:

1. Event Organizers.
2. Judges from the industry and Post-Secondary institutions.
3. All judges will be consistent from team to team.
4. Judges will cover the following categories. Shipping/Receiving
Team Presentation, Demeanor and Appearance Product Appearance
Product Taste
Creativity and Design
Recipe Presentation and Food Costs

Attendees:

Mentors, teachers, chaperone’s, parents, etc are encouraged to attend the Student Invitational. A detailed agenda will be provided prior to the event and will specify the times that baked items will be on display. The judging for this event is a closed session.

In the Case of a Tie:

If teams are tied, the team with the highest Product Taste score will be chosen as the winning team. If that is a tie then the team with the highest score in Product Appearance will be the chosen.

