

# *Facilitator Email Template*

Liz Weiss, MS, RDN | [LizsHealthyTable.com](http://LizsHealthyTable.com)

When you set up your own virtual cooking demos, you'll need to provide information to your attendees prior to the session with the recipe, ingredient list, and any other pertinent information. You can use this template for pre-session communication – simply copy and paste this information into your email and change the information that's in {brackets} to fit the content for YOUR virtual cooking demo. You'll need to let attendees know where to find the recipe and other documents – either attached to the email or in an online folder you create for this session, then include that information in the appropriate places in the email.

## *Email Template*

I am excited for my online cooking demo webinar, with optional cook along!

**Name of Class:** Cheesy Broccoli & White Bean Soup

**Instructor:** Liz Weiss, MS, RDN

**Presented by:** Dairy Council® of Arizona and Nevada

**Date:** February 17, 2021

**Time:** 11 am MST

You'll find all the documents we'll be using {attached to this email. OR in this DropBox/GoogleDrive/Sharepoint/whatever you use folder: link goes here}

If you are planning to cook along, please refer to the shopping list below for ingredients and special instructions on what to have ready and measured ahead of time vs. which ingredients we'll prep together. The full recipe is also {attached OR in the online folder} for you to review prior to the session.

See you soon,

Terri Verason, MS, RDN, FAND

Dairy Council® of Arizona

## *Shopping List & Prep Instructions:*

If you're planning to cook along, please have the following ingredients prepped and measured prior to the session, unless indicated otherwise in **BOLD**:

- 1 tablespoon extra virgin olive oil
- 1 small yellow onion, cut in half, peeled, and cut into thin half-moon slices
- 1 clove garlic, minced
- One 16-ounce bag frozen broccoli florets, thawed
- One 15-ounce can cannellini or butter beans, drained and rinsed
- **1 medium carrot, peeled (we will shred this together during the demo)**
- 2 cups 2% reduced-fat milk
- 2 cups all-natural vegetable broth
- 1 tablespoon Dijon mustard
- 1 cup reduced-fat shredded Cheddar cheese
- 2 tablespoons chopped fresh tarragon, plus more to taste
- **1 lemon (we will zest half a lemon together)**
- Pinch red pepper flakes, plus more to taste
- Kosher salt and black pepper
- Red pepper flakes

Optional Toppers: Croutons, additional shredded cheese, plain Greek yogurt, chopped additional tarragon

## *Equipment*

- Measuring cups
- Measuring spoons
- Large saucepan
- Wooden spoon or spatula
- Box grater
- Microplane (or sharp knife for zesting the lemon)
- Cutting board
- Blender or immersion blender (if you don't have either, no worries; you don't have to puree the soup!)
- Soup bowls