# Organizing Freezer Meal Workshops

This playbook provides a detailed guide on how to organize and participate in freezer meal workshops or meal swap sessions. It emphasizes planning, coordination, and execution aspects to ensure a smooth and successful event.

### Step 1: Planning

Define objectives for the freezer meal workshop or swap session such as budget, number of participants, types of meals, and dietary restrictions. Choose a date and secure a convenient location equipped for cooking or assembling the meals.

### Step 2: Invitations

Create and send out invitations that include all the necessary details like date, time, location, cost, and what participants should bring. Set a deadline for RSVP to ensure adequate preparation time.

### Step 3: Coordination

Gather participant information, including any dietary restrictions and how many meals each person wants to prepare or swap. Decide on the recipes, and create a master shopping list to purchase ingredients in bulk if needed.

### Step 4: Preparation

Pre-measure and divide ingredients into portions if organizing a workshop. If hosting a swap, ensure participants know how many servings each meal should contain. Assign workspace and ensure the necessary tools and containers are available.

### Step 5: Execution

On the day of the event, oversee the workshop or swap to ensure everything runs smoothly. Guide participants through meal preparation, assembly, labeling, and any other necessary steps.

### Step 6: Cleanup

After the meal preparation or swap, coordinate the cleanup of the location. Make sure that all areas used are left clean, and all equipment is properly stored or returned.

### Step 7: Follow-Up

Send a follow-up message to participants thanking them for their involvement and asking for feedback. Discuss what went well and any improvements that could be made for future events.

## General Notes

### Variety

Ensure a good variety of meals to cater to different tastes and dietary needs. This will appeal to a broader range of participants.

### Legal Considerations

Check local regulations regarding food preparation and sharing, especially if the event is public or involves selling meals.

### Food Safety

Educate participants on food safety practices, such as proper temperature control and avoiding cross-contamination during meal preparation.