“How To” Guide

This **2-PART** Special Contest Recipe Form is only required for the following Special Contests:

|  |  |
| --- | --- |
| **Adult Canning & Baking**Guittard Chocolate Passion ContestKing Arthur Flour Gluten Free Baking Contest | **Youth Canning & Baking**Guittard Junior Chocolate Passion Contest |

* Submit identical recipes on this **2-part** form at Entry Delivery
* You can find your WEN# on your Entry Receipt
* **Avoid Score Deductions & Disqualification!**
* Providing contest sponsors with well-written recipes ensures their continued support.
* Judges will closely review recipes prior to judging
* Carefully review your special contest rules
* Proofread your recipe
* Titles must match online entry
* Include all ingredients, with measurements, including frosting, filling, and/or decoration
* Include complete directions including all times, temperatures & pan sizes
* Recipes for Special Contests must be original recipes - never previously published
* The ONLY Special Contest entries not requiring a recipe form or ingredients list are those entered in the King Arthur Flour Adult & Youth Chocolate Chip Cookie Derby.

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For All Other Divisions: Ingredients List

Ingredients List: On a 3x5-inch card/paper, provide a complete list of all ingredients used in entry preparation. Be specific, for example: butter (salted or unsalted), oil (vegetable, canola, olive, etc.), flour (all-purpose, cake, bread), etc., and all spices and flavorings used in the entry. Use a separate card for each entry. Do not put your name on your ingredients list. Bring the list with you when you deliver your entry for judging. Lists are used by Judges during judging and to avoid allergens.

For example:

|  |
| --- |
|  WEN#: f87hg6 White sugar Unsalted butter Eggs Vanilla extract All-purpose flour Baking powder 2% milk  |

Copy for Contest Sponsor

|  |  |  |
| --- | --- | --- |
| Exhibitor Name | WEN # | Entry # (assigned @ drop off) |
|  |  |  |
| Exhibitor Phone Number | Exhibitor Address  |
|  |  |
| Name of Special Contest | Number of Servings |
|  |  |
| Title of Entry | Serving Size |
|  |  |
| **ALL INGREDIENTS** (in order of use, include any frosting or filling) |
|  |  |
| **PROCEDURE** (be complete and specific. Include any cooking times and pan sizes) |
| 1.
2. .
3. .
4. .
 |

Copy for Judge

*TIP! Cut and paste your ingredients and procedure from the Contest Sponsor Copy*

|  |  |
| --- | --- |
| WEN # | Entry # (assigned @ drop off) |
|  |  |
| Name of Special Contest | Number of Servings |
|  |  |
| Title of Entry  | Serving Size |
|  |  |
| **ALL INGREDIENTS** (in order of use, include any frosting or filling) |
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| **PROCEDURE** (be complete and specific. Include any cooking times and pan sizes) |
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4. .
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