

Day-of Checklist

Event Set Up

- ☐ Make sure to have enough **seating** for the maximum number of attendees. Create tasting stations, if applicable.
- ☐ Help food service personnel and the chef **prepare the food** for the event.
- ☐ Clearly **mark the registration table** and consider creating a sign-in sheet for families and students to sign in at registration (you can use this information to track attendance, send families a follow-up thank you email and let them know about future PTA events).
- ☐ Have the **take home kits ready** to be handed out. Use [this guide](#) to find recipes and resources to include in the kits. (And, put them in a location where volunteers can easily pass them out.)

Volunteer Prep

- ☐ Check with food service personnel, food supplier, and chef to **make sure everyone is prepared**.
- ☐ **Assign volunteers individual roles** to make sure all aspects are covered (i.e., registration table, vote tallies, food transport, take home kit hand-outs)

Event Logistics and Documentation

- ☐ **Take pictures and videos** to report to National PTA and Aetna; these can also be used in your local communications.
- ☐ **Collect feedback survey** from families to determine if they liked or disliked the food item.
- ☐ **Hang paper** (bulletin board paper, easel paper, etc.) where families can rate if they liked or disliked the item by placing the sticker they were given on the paper.

Welcome ALL Families

- ☐ **Encourage parents to be active participants**; it shouldn't just be the kids doing the tasting and rating!
- ☐ Ask the principal or another school leader to **greet families personally** and thank them for coming.
- ☐ Make sure there is plenty of **parking available for families**. Ask teachers and staff to park elsewhere during the event if onsite parking is limited.
- ☐ Be sure to have welcome or directional signs in **multiple language** to represent your school community. If you don't have this, have a volunteer who speaks those languages milling about to assist as needed.