# Tasting Night Checklist

2-3 Weeks before the Tasting Night event:

* Along with community partners and food service personnel, **determine which food will be tested** based on informal student feedback through a student survey or focus group.
* **Create recipes** with a chef volunteer from your community using the chosen seasonal food.
* **Order supplies** – napkins, cups, utensils, taste test cups, stickers for rating the food item, etc.
* **Plan for food** –consider if you should contact a food vendor or if you’ll buy from a grocery store.
* **Advertise the Tasting Night** to families through PTA and school channels (i.e., school newsletter, school website, all-staff email) and be sure to invite your local paper!
* **Determine responsibilities** including what roles your PTA members will play, what role food service personnel will play, what role the chef will play, etc.
* **Ensure items are accessible** – translate items like the surveys if necessary.

One Week before the Tasting Night event:

* Check with food service personnel, food supplier, and chef to **make sure everyone is prepared**.
* **Purchase necessary food items** or make sure they are being delivered on the date needed.
* **Confirm that supporting supplies have been ordered**.
* **Confirm you have a crew** to help with both set up and clean up.
* **Print items for the event** including the family survey (pre or post) and the photo release form.
* **Print items for take home kits** including recipe cards and nutrition information (use [this guide](https://www.pta.org/docs/default-source/files/programs/aetna/healthy-eating-resources.docx)!).
* **Purchase items for take home kits**, if desired, like cooking utensils, etc.
* **Remind families** about the taste test through school communications.
* **Determine how the space will be set up** – will there be stations, etc.?

Day of the Tasting Night event:

* Help food service personnel, the chef, and other community partners **set up for the event**.
* **Have someone “checking in” the families** – give them their stickers, parent and student pre-surveys and the photo release form.
* **Take pictures and videos** to share 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.
* **Give families the take home kit**.
* **Clean up** after the event.
* **Hang the paper** (bulletin board paper, easel paper, etc.) for families to place their votes.

Day after the Tasting Night event

* **Send family pre/post-surveys and feedback surveys** to DCPTA.
* **Gather feedback** from food service personnel, community partners, other PTA members about what went well with the event and what should be changed for other events.