Step-By-Step Guide to Hosting a Successful Healthy Hydration Program
The 5 Checklists You Need to Succeed

3 Weeks Before Your Healthy Lifestyles Event

- Review the Healthy Hydration Program lesson plans and determine which flavor-infused water beverages you will offer at your event.
- Complete the PTA Leader Assessment, which is a grant requirement and should be completed and the beginning and end of the school year.
- Gather the (non-perishable) supplies you need, including disposable cups, strips of paper, sugar, water dispensers, trash bags, teaspoons, gallons of water, etc.
- Plan for food—solicit donations of produce and/or healthy snacks from your local grocery store and/or food supplier.
- Prepare your marketing materials—Download our sample program flyers and graphics from our toolkit.
- Advertise the Healthy Hydration Program to families through PTA and school channels (e.g., school newsletter, school website, all-staff email, family engagement office, school district email) and be sure to invite your local newspaper or submit an Op-Ed to your local newspaper.
- Determine responsibilities including assigning the roles your PTA members will play and the roles your volunteers will fill.
- Arrange transportation for families who may not be able to attend otherwise.
- Ensure your materials are accessible—Our toolkit items have already been translated into Spanish, but consider translating items like the handouts, surveys, promotional flyers, etc. into other languages if necessary.
- Recruit volunteers to provide translation for non-Native English-speaking families during the event.

One Week Before Your Healthy Lifestyles Event

- Confirm and train volunteers for program prep, set-up, Healthy Hydration Station coverage and breakdown.
- Confirm that you have all the non-perishable supplies you need
- Purchase Nestle Pure Life water bottles (use your provided vouchers!)
- Print items for the event including the sample infused-water recipes handout, photo release form and paper cut-outs for the “Choose Water Challenge.”
- Send out event reminders through school communications. Remember to translate documents for non-Native English-speaking families.
- Determine how the space will be set up

Day of Your Healthy Lifestyles Event

- Purchase or collect produce and donations for the Healthy Hydration Stations
- Prepare the infused water for the Healthy Hydration Stations
- Help set up the event, including your two Healthy Hydration Stations
- Don’t forget to put together and display your recycling bins prominently and use recyclable trash bags!
During Your Healthy Lifestyles Event

- **Assign a volunteer to the Check-in Table**—All of your attendees will need to sign in and complete the photo release form (this is a grant requirement)
- **Officially open your Healthy Lifestyles Event** and encourage families to visit the Healthy Hydration Stations.
- **Display** the two recycling bins provided, with recyclable trash bags.
- **Take pictures and videos** to share with National PTA; these can also be used in your post-event wrap-up communications to show the value your PTA brings to the school community!
- **Engage families** in the hands-on, interactive hydration station activities.
- **Give families** flavored-infused water recipes and information about proper recycling.
- Encourage families to **become members of your PTA!**
- **Clean up** after the event.

The Day After Your Healthy Lifestyles Event

- Complete and **send PTA Leader Feedback Form** to National PTA (this is a grant requirement)
- **Gather feedback** from PTA members, volunteers and community partners about what went well with the event and what should be changed for future events
- **Post on social media** to share highlights from your event with the greater school community!
- **Discuss** how you will continue to do this work in the future, and use the PTA Leader Assessment to inform how your PTA will encourage proper hydration, recycling and healthy choices.