

# Checklist for a Successful Lunch Day

## Meet with the principal or superintendent for approval of plans

- Explain the purpose of the event
- Determine the special menu to be served—one that reflects the fruits, vegetables, and other healthy options in your cafeteria
- Decide on other activities for the event
- Determine how and when the school will invite parents. You could:
  - send students home with a letter or flyer to parents
  - send an email
  - use social media, like your school's Facebook page and Twitter feed
  - discuss involving the PTA

## Meet with staff

- Determine time and place to hold the event (some or all schools/grades)
- Plan and review menus, ensuring regional and healthy recipes are highlighted
- Order food and supplies
- Determine price to charge family members (if any)
- Determine other activities, such as music in the cafeteria or handouts/presentations
- Decide whether to invite other special guests, such as a local farmer
- Plan to have staff on hand to answer parents' questions

## Send invitation to parents

- Send out two weeks prior to the start of promotion for the event
- Request that parents RSVP so you can estimate food quantities

## Inform teachers and others in the school and district about the event

- Put flyers in teachers' mailboxes and/or announce plans at faculty meetings
- Encourage teachers to support and promote the event
- Arrange to mention the event in the student announcements every day for a week before the big event

## Gather data

- Take advantage of the fact that many parents will be present in your cafeteria for the afternoon and distribute a brief survey, poll, or questionnaire
- Use their responses to make improvements to your program, tout your successes to your school district, and so on
- Keep surveys specific, brief, and clear

## Work with the media

- Invite local media, such as the newspaper and TV station, to cover the event
- Talk to the members of your district's communication staff first, as they will be able to help and know whether your district has any restrictions on filming or photography
- Ensure that the district has releases for all students and knows who is not allowed to be photographed or filmed
- Send a press release about your Lunch Day event to the media