





Nutrition Fair Planning Guide

1 year	6 months	3 months	2 months	1 month	3 weeks	1 week	Day before	After event
Pick School	Call for Nutrition Service Staff Volunteers to work at event	Follow up/confirm local media	Meet with teachers to review event outline and build enthusiasm for event	Confirm Community Partners & Volunteers	Plan/order	Door Contest Reminder to teachers	Door Contest Judging	Thank you note to all Community Partners & Volunteers
Work with Principal to pick date and have it placed on Master Schedule	Choose an emcee for event	Invite School Board members, Superintendent	Confirm A to Z Salad bar supplier	Confirm Media	A to Z Salad Bar	Print student list by Boy/Girl Grade/Classroom (Teacher) for prize drawing	Delivery of all equipment/ food/supplies being "borrowed" to event site	Submit Poppy Seed article, include pictures with appropriate media releases
	Invite/send a "save the date" to local media (newspaper, Local TV stations), Local Legislative Representatives	Choose next year's event location invite that principal to this year's event		Meet w/ Nutrition Services staff to assign tasks, i.e. food prep, activities, photographer	Confirm media releases for students	Prep prizes by classroom and package door contest prize baskets		Also submit to local paper, school district newsletter/website
	Contact Community Partners for Session Participation/Prize Donations	Redeem any rebate points for prizes		Door Decorating Contest flyer to teachers		Email Maps/Schedule to all Community Partners & Nutrition Services Staff		
	Confirm with School Site Event Date is on Master Schedule			Get school map Visit Classrooms Get Teacher list with class count Get Grade Level details		Create scripts for All Call, Announcements, Rally and prize distribution		
				Create Schedule for Event		Review with photographer to ensure staged, candid, and presentational settings are taken		
						Arrange for All Call to parents		

