

Nutrition and Physical Activity Education Event Coordination Checklist

8-to-10 Week Checklist

<input type="checkbox"/>	Determine your organization’s event budget.
<input type="checkbox"/>	If applicable, establish contact with event organizers, negotiate in writing your participation in the event, and determine deadline for payment of fees.
<input type="checkbox"/>	If attending a larger event, ask event organizers, for details of your participation in the event, such as parking , delivery, display of materials, booth location, set-up, signage placement, etc.
<input type="checkbox"/>	Determine staffing needs and recruit staff and interns.
<input type="checkbox"/>	Obtain necessary permits for food demonstrations and investigate any need for working with risk management.
<input type="checkbox"/>	Secure the fruit, vegetable, and physical activity items needed.
<input type="checkbox"/>	Determine the booth size.
<input type="checkbox"/>	Ensure your signage fits your booth space or make other necessary arrangements.
<input type="checkbox"/>	Select and order educational materials (if needed).
<input type="checkbox"/>	Determine how you will conduct evaluation for the event. Will you have a computer, tablet, or paper form survey?
<input type="checkbox"/>	Develop and prepare to distribute media materials such as posters, social media posts, student announcement drafts, etc. Remember to always include time, date, location, and why students will want to attend the event.

2-Week Checklist

<input type="checkbox"/>	Confirm staff/interns, and create and distribute work schedules.
<input type="checkbox"/>	If partnering with community organization or other department, coordinate all staffing/scheduling.
<input type="checkbox"/>	If possible, visit the event site to determine the site layout and booth location.
<input type="checkbox"/>	Confirm pick-up/delivery and arrival date of the fruit, vegetable, and physical activity items.
<input type="checkbox"/>	Confirm with the event organizers the date and time of booth set up.
<input type="checkbox"/>	Make sure staff/interns, and if applicable, event organizers have proper contact information for your team.
<input type="checkbox"/>	Coordinate the date and time for staff training.
<input type="checkbox"/>	Provide training to booth staff/interns.
<input type="checkbox"/>	Spread event awareness through campus social media, student announcements, flyers, etc.
<input type="checkbox"/>	If available, reserve high quality camera or request your campus media team to attend the event, take pictures, and record video. Get and use photo/media release forms if required.

For technical assistance or if you have questions about how to implement this Basic Needs strategy on your campus, contact the Center for Healthy Communities at (530) 898-5343 or chc@csuchico.edu



Day of Event Checklist

<input type="checkbox"/>	Meet with the site or building manager to confirm booth/event details.
<input type="checkbox"/>	Obtain fresh fruits and vegetables.
<input type="checkbox"/>	If conducting food demonstrations, ensure the ingredients are prepared and stored properly.
<input type="checkbox"/>	If conducting physical activity demonstrations, ensure the proper equipment is available.
<input type="checkbox"/>	Confirm that the booth staff/interns have contact names and numbers for the event organizer and booth staff.
<input type="checkbox"/>	Set up/decorate the booth (if allowed, set up the day before).
<input type="checkbox"/>	Place signage throughout the event to drive traffic to your booth (if allowed).
<input type="checkbox"/>	Review staffing roles, responsibilities, and work schedule.

Booth Break-Down Checklist

<input type="checkbox"/>	Collect all signage that may have been placed throughout the event grounds.
<input type="checkbox"/>	Organize and pack all remaining educational materials for distribution at your next community event.
<input type="checkbox"/>	Organize and pack all booth supplies (e.g., tables; chairs; fruit, vegetable, and physical activity items).
<input type="checkbox"/>	If applicable, organize and pack all evaluation surveys.

Post-Event Checklist

<input type="checkbox"/>	Get feedback from booth staff/interns on successes and challenges of the event.
<input type="checkbox"/>	Inventory remaining materials to determine the number of people reached at the event.
<input type="checkbox"/>	Review participant evaluation surveys and submit for reporting purposes if required.
<input type="checkbox"/>	Return booth supplies (e.g., tables; chairs; etc.)
<input type="checkbox"/>	Debrief with staff/interns about the event and assign success story development (your campus media team may create a story for you) and share on social media.

