



## MIX IT UP AT LUNCH DAY

# Planning Checklist

### Create a planning group

- Identify members of the planning group.
- Create an email distribution list for easy communication.
- Set up meetings - every other week is good for August and September, then weekly in October.
- List key people to keep informed about the event.
- Identify influential people to bring on board.

### Determine a lunchtime activity

- Will you have a theme?
- How will you mix up the students?
- Brainstorm and complete conversation starters.
- Who will serve as facilitators?

### Make it festive

- Decorations?
- Entertainment?
- Ending activity?

### Publicize the event

- Create posters and fliers.
- Create a list of publicity outlets, and determine which ones you can use.
- Prepare a press release using our template. [[link](#)]
- Consider a skit or video presentation in advance of the event.

### Capture the day with pictures and video

- Identify a photographer and videographer for the event.
- Contact local media to see about coverage.

### Evaluate, debrief and follow up

- Determine a method of evaluation.
- Set a date for the debrief meeting.
- Create a list of "lessons learned" for future planning.
- Identify at least two follow-up events for the year.
- Use this checklist to start planning those events!