

# Theme Day Checklist



Supporting healthy choices

- 4 weeks prior**
- Who
- Decide on a theme
  - Set a date with your Principal and other staff
  - Decide who you are going to cater for, i.e. a class or the whole school
- What
- Work out the average spend per student for lunch in your school
  - Plan a nutritious menu with this as your guide – make it 'green'
  - Cost out your menu
  - Choose some catchy names
- How
- Plan how you are going to take orders and serve the meals, will preordering be required?
  - Cancel your regular menu on the Theme Day
  - Make sure you will be able to get supplies of everything on your Theme Day menu
  - Advertise in your newsletter
- 3 weeks prior**
- Design your menu and print large flyers for advertising around the school
- 2 weeks prior**
- Organise your volunteers for the day
  - Begin advertising your Theme Day
  - Write out standard recipe cards for the day for the volunteers to work from
  - Confirm arrival times for your supplies
  - Check you have sufficient packaging (paper plates, plastic knives, forks, plastic wrap etc)
  - Publicise the Theme Day through the newsletter – explain in detail
  - Distribute a copy of the menu for each student with their newsletter
  - Dispatch copies of the menu around the school: in classrooms, office, and staff room
- 1 week prior**
- Complete any advance food preparation
  - Send a reminder notice to classrooms
  - Collate orders
  - Write out a list of instructions (run sheet) for the day
- 1 day prior**
- Order perishables
  - Have extra money available for float
  - Organise a camera
  - Set up ready for the day
- on the day**
- Refer to your instruction list
  - Take lots of photographs
  - Thank all volunteers including staff at the conclusion of the Theme Day - have fun!
- 1 day after**
- Write a short summary for your newsletter
  - Take time to write an evaluation of the Theme Day for your records, it will help you streamline the next one!
  - Send your amazing photos to WASCA so that we can promote it on Facebook!