



Theme day planner

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 get supplies of everything on your Theme Day menu
 - Advertise in your newsletter
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- Design your menu and print large flyers for advertising around the school
 - Social media is your friend so use it wisely to promote and gain support form the school community
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- 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



4
weeks prior

3
weeks prior

2
weeks prior

1
week prior

REMHINDER

1
day prior

- Order perishables
- Have extra money available for a float
- Organise a camera
- Set up ready for the day



On the day

- Refer to your instruction list
- Take lots of photographs, not just of the food but of the setup, the menu, the flyers and all the people who helped out. this will help you engage with more volunteers for subsequent promotions
- 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!



Pictured from left to right: Mardi Wishart, Gim Choo, Michelle Cawse, Amber Arpin and Sharon Cheesman, Settlers Primary School