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
☐ Determination 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!