



PLANNING COMMUNITY NUTRITION ACTIVITIES/PROGRAMS

Name of the activity/program (be creative and catchy):

Target group (for example: mums, children, elderly, men, community group):

Number of participants expected: _____

Aims: what do you want to achieve

For example: to present hands on cooking demonstrations and food budgeting information

Strategies: what are you going to do?

For example: develop a 4 week cooking program and information sheets

Structure of the activity/program:

Date/timeframe: _____

How often: _____

Length of session: _____

Location: _____

Has the location been checked? Yes No

Which organisation is supporting the activity/program, who is the contact person and who will I work with?



SA Community Foodies is funded by SA Health.

Materials and resources I am going to need:

Promotion: How will you advertise the activity/program and to whom?

Evaluation: How are you going to evaluate the activity/program?

What are the estimated costs for the activity? _____

Have the costs been approved by:

- Host organisation (please name) \$ _____
- Other (please name) \$ _____

Facilities information and risk assessment

If doing a cooking activity, what are the kitchens facilities like? *(Please tick)*

- Sink access
- Fridge
- Stove/oven (has it been serviced in the past 12 months?)
- Microwave
- Do you need to use a Foodie Kit?
- Keep in mind Food Safety requirements (refer to Food Safety Checklist)
- Ventilation
- Other: _____

Is there anything else to be aware of regarding participants?

(Risk assessment for safety, for example food allergies)

Any other relevant information?

- Car parking
 - Access to buildings (steps, lifts etc)
 - Other:
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