



NATIONAL DAY OF ACTION

to get **REAL FOOD** in schools · Labor Day, Sept. 7, 2009

A SLOW FOOD USA CAMPAIGN

EAT-IN CHECKLIST

As you're organizing your Eat-In, you'll have to keep all the event's details in mind. Write out a checklist, and assign tasks to your fellow organizers. Here are some sample tasks:

- ✓ **Choose a location** and secure necessary permits.
- ✓ **Secure tables and chairs.** If your location does not have tables, ask local businesses or community centers to loan them to you for the day. If you have the resources to rent tables, do it. If you want to be more flexible to accommodate more people, make it a picnic and sit on blankets.
- ✓ **Provide directions.** Make sure people know how to find the Eat-In. Give them driving, public transit and parking directions (specific to the Labor Day holiday schedule).
- ✓ **Tell people what to bring.** Make sure people know that the Eat-In is a potluck and that they should bring home-cooked food they believe in.
- ✓ **Bring dishes and utensils.** Tell people to bring their own plate, cup and silverware in order to reduce waste.
- ✓ **Prepare campaign materials.** Get all your materials together: sign-in sheets, pens, clipboards, signs or banners, copies of the petition, a microphone, a camera, video camera, etc.
- ✓ **Be ready to advocate.** If you're asking people to contact your legislators during the Eat-In, have phone numbers, mailing addresses, pens and paper and talking points ready.
- ✓ **Assign a press contact.** If reporters are coming, assign someone the task of greeting them, sharing press materials and introducing them to participants.
- ✓ **Assign speaker contact.** If speakers are coming, assign someone the task of introducing them to the crowd and making them feel welcome.
- ✓ **Assign a photographer and/or videographer.** Designate one person or a team of people to be the official photographer(s) and/or videographer(s) for your Eat-In. As soon



as it is finished, contact us at timeforlunch@slowfoodusa.org, so they can be posted on our site.

- ✓ **Assign a “sign-in” contact.** Be ready to gather attendees’ names, email addresses and phone numbers during the Eat-In. Put someone in charge of the sign-in list. Building a list with which you can communicate after the event is critical to the success of the campaign.