

Signature Event Template

TITLE: Provide an eye-catching title!

DESCRIPTION: Provide a description of your event. *(ex. Go for the Greens promotes green veggies as good food and good fun! Schools and community organizations celebrate this event with taste-testing and other fun activities to open young minds and taste buds to the greatness of greens! This event emphasizes incorporating veggies as part of healthy meals with a focus on kids' lunches and family dinner.)*

HOW TO PARTICIPATE/CELEBRATE: Explain how students/staff/families can participate in your event. *(ex. Cooking with Greens is a fun-filled, family-oriented event that teaches parents and their children about green vegetables and how to incorporate veggies as part of healthy and appealing meals and snacks.)*

LOGISTICS:

- **When:** Date/Time
- **Where:** Location
- **Who:** Describe who is responsible for event logistics. *(ex. School Food Service Director should lead the efforts. Teams of 6-10 individuals should include teachers, administrators, students and parents should all be invited to participate.)*
- **What:** What will you need to host a successful event. *(i.e. supplies, prizes, etc.)*
- **How:** Describe the event timeline/components in detail. *(i.e. how will this event be successful?)*

DESIGNING VIRTUAL EVENT: Include logistical bullet points for how this event could be hosted virtually.

- **Logistics:** Describe the when, where, who, what and how. *(ex. School Food Service Director leads efforts by sending zoom invitation to all staff and students. He/she will provide list of ingredients/supplies needed. Students, families and staff who participate will receive a virtual prize.)*

Tips to Involve Students:

Describe how students can be involved. *(ex. In the month leading up to the event, have students create posters and flyers as promotional materials.)*

Tips to Involve Parents/Community Members:

Describe ways to involve parents/community members. *(ex. The event is typically hosted by a parent organization such as a PTO, PTA, Home & School Association or other similar group. These parent groups can secure donations of food for Cooking with Greens and be responsible for sending a letter home to all district parents about the event and how they can participate.)*