**Building a Healthy Community Together**

Host & USDA Planning Agendas

**AGENDA**

1. Welcome
2. File Sharing Preference / Platform
3. Future Meetings – USDA will send out calendar invites – meet twice weekly up until event
4. Dive into the tasks below.

**VENUE SETUP**

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|  | **TASK** | **TRACKING & NOTES** |
| Host | Identify meeting room |  |
| Host | Audio/Video equipment (e.g., handheld mics, screen, speakers, etc.)   * Projector and screen, podium and hand-held microphones (2-3) |  |
| Host | Round tables, chairs, table coverings   * 20-25 x 5’ round tables, with tablecloths and 5 chairs each |  |
| Host | Tables for Share Fair   * A side room or area for a Share Fair with 10 long banquet tables with tablecloths and 2 chairs each |  |
| Host | Vendor and area for lunch, snacks, drinks   * Banquet tables outside venue or in back of venue for food service |  |
| Host | Registration   * Registration tables (2 banquet tables with tablecloths, 2 chairs each) at front entrance of venue or room |  |
| USDA | Provide information for set up |  |
| USDA | Help with set up and tear down |  |
| Host | Parking |  |
| Host | Staging / Area for Cooking Demonstration |  |
| Host | Signage |  |

**INVITATIONS, REGISTRATION, AND MEDIA**

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|  | **TASK** | **TRACKING & NOTES** |
| Host | Connect Host comms team with USDA comms team for branding, media, etc. |  |
| Host | Send out invitations / recruit 100 community member participants |  |
| Host | Promote the event |  |
| Host | Create name tags |  |
| Host | Hosts for Registration Table |  |
| USDA | Prepare invitations |  |
| USDA | Develop promotional materials |  |
| USDA | Develop online registration process |  |
| USDA | Consent forms for photo release – filled out at registration |  |
| Host/USDA | IRB Consent forms for data participation – filled out at tables with table hosts |  |

**RUN OF SHOW**

|  |  |  |
| --- | --- | --- |
|  | **TASK** | **TRACKING & NOTES** |
| Host | Welcome participants |  |
| Host | Identify table hosts (students/faculty) |  |
| Host | Identify speakers   * Welcome * Closing |  |
| Host | Identify local chef/someone to do healthy food demonstration |  |
| Host | Purchase participant stipends |  |
| USDA | Identify USDA leaders and speakers |  |
| USDA | Train table hosts (simple, one hour) |  |
| USDA | Provide draft run of show. Partner with host to determine the best way to facilitate. |  |

**STORIES FOR BETTER HEALTH**

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| --- | --- | --- |
|  | **TASK** | **TRACKING & NOTES** |
| Host | Area for stories to be recorded |  |
| USDA | Photographer/Videographer |  |
|  |  |  |

**REPORTS & PUBLICATIONS / EVENT FOLLOW-UP**

|  |  |  |
| --- | --- | --- |
|  | **TASK** | **TRACKING & NOTES** |
| Host | Identify faculty/students to assist with evaluation of data collected |  |
| Host/USDA | Partner to prepare public facing report |  |
| Host | Share information back to community |  |
| Host/USDA | IRB Approval |  |
| USDA | Convert notes on paper to digital |  |
| USDA | Share information more broadly as agreed upon with host organization. |  |

**BUDGET**

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| --- | --- | --- |
|  | **TASK** | **TRACKING & NOTES** |
| Host | Provide supplemental funding through NIFA for costs associated with event. |  |
| Host | Responsible for paying for items associated with event (e.g., meals, participants stipends, etc.). |  |
| USDA | Provide supplemental funding (through current grant agreement) to pay for costs associated with event. |  |