

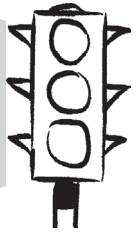


Preparing for FOODPLAY! — Checklist

1. Get READY...

(2-3 weeks prior to program)

1. Ready...
2. SET...
3. GO!



SCHOOL SPECIAL

Today!

- Promote the event to your school community:
 - Staff, Food Service Memos, and Student Activity Sheets** – Distribute to staff.
 - Hallway and Cafeteria Posters** – Copy and hang up in your hallways and cafeteria!
 - Parent Letter (English and Spanish) and Tips** – Reproduce and send home with students.
 - Press Release** – Contact media and send out to your local newspapers and TV stations (*see note on Press Release for details*).
- Add the FOODPLAY performance date to your school calendar.
- Check with custodian that the necessary preparations will be made to the performance space (*see reverse side for details*).
- Prepare a list of four students from different grades, whom you feel would be excited to participate in the Game Show. These children should be allowed to be photographed, in case media is present. Give this list to our troupe before the show. Please do not tell the students – it's a surprise!

Encourage all staff to follow up:

Please share the following links and resources with your staff:
FOODPLAY Follow-Up Resources

Featuring:

- "Top 15 Quick and Easy Follow-Up Activities"
- "Take the FOODPLAY Challenge!" Activity Sheet
- MyPlate Activity Kit - 8 Fun Activities

Available for download at:

www.foodplay.com/resourcekit

(Click on FOODPLAY School Special - Password: SchoolSpecial)

For more resources: www.foodplay.com/shop

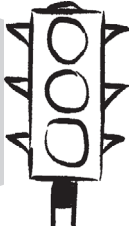
Turn page over to GET SET!



2. GET SET!

The day of FOODPLAY...

1. Ready...
2. SET...
3. GO!



- Greet the FOODPLAY troupe (two performers) upon their arrival for set-up, 90 minutes before showtime.
- Have prepared:
 - ✓ A cleared and swept performance area (at least 18 x 18 feet) in auditorium, cafetorium, gym, or large room. If in your school's gym, please raise the basketball hoop.
 - ✓ Access to stage and/or house lights and electrical outlets.
 - ✓ One 5-6 foot table and three chairs placed in performance area.
- Give list of four student Game Show participants (that can be photographed) to troupe. Remember, it's a surprise, so don't tell the students!
- The school representative (usually the principal, PTO representative, or school food service director) will introduce the show. Our troupe will provide an intro card to read from.
- Call down classes at least 10-15 minutes before show time to make sure show can start on time. Please have all children seated and ready by start time.
- After the show, distribute FOODPLAY snack cards (troupe will provide) to students.
- Make sure final payment has been sent to FoodPlay Productions, 1 Sunset Ave, Hatfield, MA 01038

3. GO...to the show!

...And encourage staff to keep the FOODPLAY messages alive all year long!

Check out our free materials at: www.foodplay.com/free-materials/

Check out our FOODPLAY Store at: www.foodplay.com/shop/

www.foodplay.com

