



AI Hosting an annual event



It's important to create opportunities to celebrate food culture through events that are open and enjoyable to pupils, parents and the wider community. There is no better hook for creating a positive sense of community and securing active participation. However, successful events rely on good planning and a few pointers can help get the most from the day.

Activity

- 1 As a class, begin to plan your event. Once you've decided what is needed, split into small groups, and ask each group to take responsibility for a particular aspect of the day, eg advertising or refreshments.
- 2 You'll need regular meetings to let your colleagues in the other groups know how you're progressing, whether it links with what they're doing, and if you have any problems with the arrangements.

Top tip



Looking at Risks

Make sure you carry out a risk assessment (see A5 and T4 on the DVD)

Essential planning

- What type of event is to be held?
- Who will be involved in organisation? Can parents and volunteers be included?
- Who will be attending – possible numbers?
- Where will the event be held?
- What will be happening at the event – will you need a programme, food, equipment, resources for activities, etc?
- How much will it cost – budget, cost of tickets, funding, sponsors, etc?
- Will there be speakers/special guests?

Top tip



Event ideas

- Digging day
- Plant sale
- Harvest celebration
- Cooking demonstrations
- Gardening demonstrations

Health & Safety	B3.4 Manual Handling and back care <i>See also Health and Safety Guidelines (Section B3.3)</i>
Activities on DVD	A2 Organising a gardening day A5 Risk Assessment T1 Event checklist T4 Risk Assessment

Further items to consider when planning an event

Advertising the event

- Flyers
- Letter to parent/guardian
- Local newspapers
- Posters
- School newsletter
- Text messaging
- Website

Venue

- Outside – alternative arrangements if weather is bad; shade if hot weather
- Inside – ensure the number of people attending doesn't exceed fire regulations
- Toilet facilities
- Layout
- Seating
- Public address system

Refreshments

- Juice, water, tea, coffee
- Whole/pieces of fresh fruit, eg banana, apple
- English muffins
- Salad pots
- Wraps, eg mexican beans



Shipston High School. Removing turf ready for raised beds.



Lydgate Infant School. Fruit planting.



Greenfields Community School. Digging day.