

Taste Tests in Schools

Timeline and Checklist

Use this checklist to help stay on track with completing all of the tasks necessary for conducting a taste test in your school!

1-2 Months Prior Goal Completion Date: _____

- Determine where and when the taste test will take place
- Reach out to brokers or other partners to set up an event
- Determine what you will sample
(allow at least 2-3 weeks for special order items)
- Select the students who will be involved
- Determine how much staff you'll need

2-3 Weeks Prior Goal Completion Date: _____

- Create materials for the event
 - Promotional materials
 - Feedback cards
 - Surveys
 - Recipe Cards
 - Nutrition education
- Purchase supplies
 - Tasting cups
 - Utensils
 - Decorations
- Order the food
- Begin advertising the event, if applicable

1 Week Prior Goal Completion Date: _____

- Ensure all food items, print materials and supplies have been ordered and will be delivered on time
- Train staff involved, if applicable
- Check in with principal or others involved
- Continue to advertise, if applicable

Day of the Event Date: _____

- Communicate the event during morning announcements
- Ensure enough time for setup and food prep
- Take pictures
- Collect student feedback/surveys

After the Event Goal Completion Date: _____

- Send a follow up letter to parents
- Evaluate the event
- Gather and analyze the data collected
- Develop your action plan
- Communicate the results to students