Birmingham School Chef
CHECKLIST
'Healthy Tums In Brum'

Name Of School: _____

Date Of Workshop: ____ /____ / ____

Name Of Officer Presenting Workshop: _____

Assisting Officer: _____

Pre-Visit Preparation (Things To Do) **tick**

No	Action/Activity	Yes	No	Comment
1	Find Out access requirements for workshop presentation room/rooms, room number and general layout.			
2	Ascertain from teacher/teachers involved in event whether children have been aware of the fact that they are going to be involved in an actual cooking competition. (If they are not aware at this stage, suggest to school that are told about what exactly will be expected from them)			
3	Establish how many groups of children are going to be involved in the competition and also the actual number of individual pupils that make up each of the participating groups. Also establish whether the school would prefer their 'ingredients' monies upfront. i.e., at the time of the initial workshop visit.			
4	Confirm presentation time and date and also contact name of teacher/teachers involved.			
5	Find out what arrangements are in place for visitor car parking			

Workshop Presentation (First Visit) **tick**

No	Item/Items	Yes	No	Comment

1	Lesson Plan			
2	Display Boards			
3	Hand washing box (to include liquid soap, 2 plastic washing up bowls (one for clean water, one for dirty),disposable paper towels			
4	Multiple choice quiz question sheet			
5	Feedback/Evaluation Forms (For Completion By Children)			
6	Feedback/Evaluation Forms (For Completion By Teachers)			
7	Ingredients Sheets			
8	Pins (For demonstration purposes)			
9	‘Balance’ of good health sheet			
10	Washing up liquid and disinfectant/sanitizer			
11	UV light box machine			
12	‘Glitterbug’ cream			
13	Posters 1x (colour set) for hand out to school and 1x (black and white set) for hand out to individual pupils			
14	Copy of running schedule			
15	Selection of cleaning cloths			
16	Monies for ingredients (exact amount to be determined on number of participating groups)			
17	Monies receipt sheet (to be signed by teacher when monies are handed over)			

‘Judging’ (Second Visit To School)

tick

No	Item/Items	Yes	No	Comment
1	Scoring sheets (Food Hygiene)			
2	Scoring sheets (Nutrition)			
3	Cook Books			
4	‘Fuel For Living’ leaflets			

5	Certificates Of Participation			
6	Mugs			