

HEALTHWAY SPONSORED COMMUNITY EVENTS CHECKLIST FOR EVENT ORGANISERS

Healthway and the Western Australian School Canteen Association Inc. (WASCA) are pleased to be working in partnership with your organisation to provide and promote healthy food and drinks at community events. As you are aware, Healthway sponsorship conditions require event organisers to ensure all vendors:

- a) remove sugary drinks from display
- b) offer at least one healthy green food option.

This checklist has been designed to support event organisers actively communicate these conditions to food vendors and monitor vendors at the event.

Communication is the key

- Step 1: Make food vendors aware of the Healthway conditions during the application process. For example, add the following to the application form.

In order to participate in (insert event name), I acknowledge that:

- o *Sugary drinks will not be on display* YES / NO
- o *At least one healthy green food option will be offered* YES / NO

- Step 2: Send the *sugary drinks* and *healthy food* fact sheets to food vendors. The fact sheets are designed to inform food vendors how to identify drinks to be removed from display and select green food options.

Tip: include both fact sheets in the food vendor application form

- Step 3: Send reminder emails to all food vendors. For example:

3 weeks & 1 week prior to event *Thank you for being part of our event. As you know, as part of our Healthway sponsorship conditions all food vendors are required to:*

- *remove sugary drinks from display; and*
- *offer at least one healthy green food option.*

For more information see fact sheets and contact WASCA for menu support - WASCA@education.wa.edu.au or call 08 9264 4999.

- Step 4: Allocate a member of your team to visit each food vendor during the event.

Tip: when welcoming food vendors to the event, check they do not have sugary drinks on display and if possible take photos. Any vendors with sugary drinks on display will need to be asked to remove them.

Check with WASCA,
as we often attend
events too.

- Step 5: Send food vendor photos and feedback to WASCA following the event.

Send to WASCA@education.wa.edu.au