

LESSON MATERIAL CHECKLIST

To prepare for your nutrition education lesson, you will need to gather all of the needed materials. The checklist below will help you gather and pack all of your lesson materials.

MATERIALS	NEEDED (✓)	PACKED (✓)
Clean apron	<input type="checkbox"/>	<input type="checkbox"/>
Extension cord	<input type="checkbox"/>	<input type="checkbox"/>
Can opener	<input type="checkbox"/>	<input type="checkbox"/>
Hats, hairnets	<input type="checkbox"/>	<input type="checkbox"/>
Disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>
Pot holders	<input type="checkbox"/>	<input type="checkbox"/>
Hand soap, dish detergent	<input type="checkbox"/>	<input type="checkbox"/>
Sanitizing wipes	<input type="checkbox"/>	<input type="checkbox"/>
Hand sanitizer	<input type="checkbox"/>	<input type="checkbox"/>
Dish towels	<input type="checkbox"/>	<input type="checkbox"/>
Tablecloth	<input type="checkbox"/>	<input type="checkbox"/>
Paper towels	<input type="checkbox"/>	<input type="checkbox"/>
Sponges, rags	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum foil, plastic wrap, plastic bags	<input type="checkbox"/>	<input type="checkbox"/>
Storage containers	<input type="checkbox"/>	<input type="checkbox"/>
Cups, plates, serving utensils	<input type="checkbox"/>	<input type="checkbox"/>
Napkins, forks, spoons	<input type="checkbox"/>	<input type="checkbox"/>
Food ingredients	<input type="checkbox"/>	<input type="checkbox"/>
First-Aid kit	<input type="checkbox"/>	<input type="checkbox"/>
Lesson plan, agenda	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint file	<input type="checkbox"/>	<input type="checkbox"/>
Printed handouts	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Computer, power cord, adapter	<input type="checkbox"/>	<input type="checkbox"/>
Pens, pencils, papers, scissors	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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To organize your nutrition education lesson, there are often many tasks to complete. Use the checklist below to create a timeline to make sure you are on track to completing all necessary tasks. Mark each task as you accomplish it and check in, at least four days, before your lesson to make sure you are on track to completing all tasks.

CLASS PREPARATION TIMELINE	GOAL COMPLETION DATE	COMPLETE (✓)
Choose date, time, and location for lesson		<input type="checkbox"/>
Complete the Plan Your Lesson handout		<input type="checkbox"/>
Decide if you will include a cooking demonstration		<input type="checkbox"/>
Select materials for distribution, including recipes and food, if applicable		<input type="checkbox"/>
Complete the Effective Nutrition Education handout		<input type="checkbox"/>
Review the Understand Evaluation handout		<input type="checkbox"/>
Review the Engage Your Audience handout		<input type="checkbox"/>
Print and count all materials		<input type="checkbox"/>
Run through class events and ensure you have all resources needed		<input type="checkbox"/>
Practice your lesson with friends, coworkers, or alone		<input type="checkbox"/>
Determine coordinator's cell phone number		<input type="checkbox"/>
Determine parking instructions		<input type="checkbox"/>
Determine directions to the site		<input type="checkbox"/>
Gather materials and complete the Lesson Material Checklist		<input type="checkbox"/>
		<input type="checkbox"/>

TOOLKIT ACCESS: DCHealth.DC.Gov/Service/Supplemental-Nutrition-Assistance-Program-Education