Lesson Planning and Preparation Checklist

Group: _____ Date: _____ Time: _____

Lesson Title: _____ Number in Group: _____

Lesson Goal(s): _____

Cooking Facilities: ☐ Yes ☐ No Recipe/Tasting: _____

Physical Activity: ☐ Option A ☐ Option B

Lesson Materials: *The items below are used in* Eating Smart • Being Active *lessons. Use the box to check off each item as you pack for class. (Note: all items will not be needed for all classes.)*

- ☐ Lesson plan
- ☐ Recipes (for each participant)
- ☐ Worksheets (for each participant)
- ☐ Handouts (for each participant)
- ☐ Participant Entry/Exit forms (blank)
- ☐ Display Board (for groups)
- ☐ Visuals (small or large)
- ☐ Lesson enhancement (for each participant)
- ☐ Activity kit for lesson
- ☐ Props for physical activity
- ☐ Participant records/Attendance records
- ☐ Graduation certificates
- ☐ Volunteer certificates
- ☐ Participant dietary analysis (if used)

Food: *After choosing a recipe for the lesson, write down each food item and amount needed when planning the lesson. If you have any of these items on hand, put a check in the shopping column so that you won't buy more. Also, include any non-food supplies you need to buy (see back page). While shopping, place a check in the box in the shopping column when you put the item in your shopping cart. Then place a check in the box in the packing column as you pack the item for class.*

Shopping	Packing	Item:	Amount:
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

Supplies: *When you are planning the lesson, place a check in the box in the planning column for the items needed. Use the box in the packing column to check off each item as you pack for class. Add items to the food list on the front if you need to purchase them.*

Planning	Packing	Food Preparation Supplies
☐	☐	Cooler
☐	☐	Ice packs
☐	☐	Electric skillet
☐	☐	Blender
☐	☐	Toaster oven
☐	☐	Slow cooker
☐	☐	Other cooking appliances:
☐	☐	
☐	☐	Can opener
☐	☐	Mixing bowls size: number:
☐	☐	Cutting board for meat
☐	☐	Cutting board for fruits and vegetables
☐	☐	Liquid measuring cups number:
☐	☐	Dry measuring cups number:
☐	☐	Measuring spoons number:
☐	☐	Large spoons number:
☐	☐	Rubber spatulas number:
☐	☐	Turners number:
☐	☐	Knives size: number:
☐	☐	Tongs number:
☐	☐	Ladles number:
☐	☐	Graters number:
☐	☐	Whisks number:
☐	☐	Other serving utensils:
☐	☐	
☐	☐	
☐	☐	Baking dishes size: number:
☐	☐	
☐	☐	Baking sheets size: number:
☐	☐	
☐	☐	Sauce pans size: number:
☐	☐	
☐	☐	Pitcher
☐	☐	

Planning	Packing	Non-food Supplies
☐	☐	Dish detergent
☐	☐	Ziploc® bags
☐	☐	Aluminum foil
☐	☐	Plastic wrap
☐	☐	Paper towels
☐	☐	Disinfecting wipes/hand sanitizer
☐	☐	Plastic forks number:
☐	☐	Plastic spoons number:
☐	☐	Plastic knives number:
☐	☐	Large paper plates number:
☐	☐	Small paper plates number:
☐	☐	Paper bowls number:
☐	☐	Cups number:
☐	☐	Napkins number:
☐	☐	Ice
☐	☐	
		Linens
☐	☐	Vinyl table cloth
☐	☐	Apron
☐	☐	Kitchen towels
☐	☐	Kitchen cloths
☐	☐	Hot pads/potholders
☐	☐	Participant diet analyses
☐	☐	
		Audio/Video
☐	☐	CD Player
☐	☐	Music CD title:
☐	☐	Extension cord
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	