

# APPENDIX C: CHECKLIST

## CHECKLIST FOR ORGANISING AN 'EAT SHARE CONNECT' OUTREACH

- Invitation cards
- Promotional materials
- Conversation starters
- Goodie bags (Optional, at own cost)
- "Simply Good – Healthy Family Meals" recipe books (available at a donation)
- 1-day Hygiene and F&B Safety certification (recommended)
- Food ingredients
- Utensils for cooking and eating
- Halal caterer
- Aprons for befrienders
- Media Consent Notices for display at venue

## SUGGESTED SETUP

According to the size / shape of your selected venue and group size, the setup may differ. However please note the following for your setup:

- Media Consent Notice should be placed in a prominent area that is visible to all guests.
- Cooking demonstrator should be easily seen by all guests.

Mix of Befrienders & Beneficiaries  
(We recommend 1 Befriender to no more than 3 Beneficiaries)

### If you are organising an Eat Share Connect session at an MWS centre:

1. Select your recipe from the "Simply Good – Healthy Family Meals" recipe book.
2. Our centre staff will coordinate the following details with you:
  - Equipment / utensils needed

(according to what is available at the centre)

- Ingredients needed (some of our centres may already have condiments required in the recipe)
- General profile of beneficiaries that you will be interacting with. As the profile of our beneficiaries differ across centres, our respective staff will be able to advise you on what tasks the beneficiaries at your chosen centre can perform (e.g. cutting of vegetables, mixing of ingredients)
- Frail seniors need the food to be in certain size (small pieces) and texture (no bones, easy to swallow) for easier and safe ingestion.

3. We advise allocating more time for ingredient preparation especially if a big group is involved in cooking the dish. As a general guide:
  - 20 mins – Pre-session ingredient preparation (cutting / cleaning of meat) (\*volunteers only)
  - 30 mins – Short welcome and cooking demonstration (Optional)
  - 20 mins – Other ingredient preparation (e.g. cutting of vegetables, measuring of condiments and other ingredients)
  - 20 mins – Cooking time
  - 30 mins – Eating together
  - 20 mins – Wash up

*Note: Preparation time will differ depending on the chosen recipe. Please allocate time accordingly.*



Total estimated time for 1 session: 2 – 2.5 hours including preparation and wash up.

4. Based on feedback received, recipes that include more Western ingredients such as couscous and quinoa tend to be less popular with the seniors at our centres.
5. Do remind your volunteers to be flexible about recipes. Beneficiaries with cooking experience may want to add their own touch to the dish.

Although we do want to promote healthy eating via the recipes in the recipe book, what we really want to emphasise in Eat Share Connect are the social connections that come with eating together!