**Healthy Recipe Contest Directions:**

**Before event:**

* Secure a date, time and location for your event
* Arrange for a place where the contest contestants can leave their dishes until time of event – let contestants know
* Prepare promotion materials - promote a minimum of 3 weeks before event to get contestants/ 2 weeks before event to announce contest to faculty and staff
* Get copies of recipes from contestants – make copies
* Have enough tables to hold all the dishes being brought – have table clothes if you want

**Day of Event:**

* Have food set up at least 20 minutes before start of event
* Leave recipes copies by dishes (or format that is most convenient for your situation)
* As people arrive, give them 3 tickets – let them know they are voting on the recipes. They will drop tickets in the bucket of their top 3 choices.
* Give people about 30 minutes to try the different dishes
* 10 minutes before count tickets – announce that votes need to be placed because the tally will take place in 10 minutes for the top 3 recipes
* Provide the top 3 winners with a prize

**Materials needed:**

* Small buckets or baskets for each dish for the voting process (check with the art teacher)
* Raffle tickets (or anything comparable) that faculty/staff can use for voting
* Prizes
* Paper plates, spoons, forks, knives, cups (you could ask contestants to help provide these)

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**Healthy Recipe Contest**

**Do you have a delicious healthy recipe you would like to share?**

**Bring your prepared dish and be part of the contest. The faculty and staff will have a chance to try all the delicious recipes and vote on their top 3 favorites.**

Please let me know by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you want to bring a healthy dish to share.

* On the day of the event you may leave your dish in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until we have the contest
* If you are able, please provide plates, eating utensils, cups for your dish
* Please be available to help set up and clean up – THANKS!!

Thank you

Your name

Email

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**Healthy**

**Recipe**

**Contest**

**Do you want to try some new healthy recipes?**

**Your co-workers are sharing some of their favorite dishes and you get to vote for your top 3 favorites.**

**Stop by, try some new dishes and support your co-workers!!**

**Date:**

**Time:**

**Location:**