

# NYC Food and Beverage Guidelines

## ACTION PLAN

Use the table below to create an action plan from the information collected in your pre-assessment. You may work on more than one goal at a time. Refer to the sample action plan on page 2 as a guide. Once complete, share a copy of your action plan with key staff and organization members who will be responsible for the timely completion of all activities. Revise or create a new action plan as needed.

Tips for creating your action plan:

- ✓ Create **S.M.A.R.T.** steps
  - **S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic and **T**ime-bound
- ✓ Determine **who** will be responsible for each step and **when** each step should be completed
- ✓ Include these steps in your plan:
  - Train the appropriate staff and organization members on the policy
  - Communicate the new policy to your organization
  - Evaluate the impact of the policy

Goal: \_\_\_\_\_

	Action Plan Steps	By whom?	By when?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## Sample Action Plan

Note: Action plan steps, people involved and dates will vary based on your organization.

Goal: All food and beverages served at meetings and events will be in compliance with the [NYC Food and Beverage Guidelines \(Guidelines\)](#).

	Action Plan Steps	By whom?	By when?
1.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss adopting the Guidelines as an organizational policy.	Executive director or program directors and staff	2/17/2017
2.	Complete the <a href="#">NYC Food and Beverage Guidelines Pre-Assessment for Meetings and Events</a> .	Staff responsible for preparing and serving food and beverages	2/24/2017
3.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss the pre-assessment findings and plan policy implementation.	Executive director or program directors and staff responsible for preparing and serving food and beverages	3/10/2017
4.	Train staff using the <a href="#">NYC Food and Beverage Guidelines Training Manual for Meetings and Events</a> .	Staff involved in the planning process	3/22/2017
5.	Distribute copies of the Guidelines and <a href="#">Implementation Manual for Healthier Meetings and Events</a> to all staff responsible for planning, preparing and serving food at your organization's events.	Directors and staff	3/24/2017
6.	Include a written policy for adopting the Guidelines into your organization's current policies.	Directors and staff	3/24/2017
7.	Send an email to all staff announcing that your organization follows the Guidelines.	Directors	3/31/2017
8.	Post copies of the Guidelines in staff break rooms and on all building announcement boards.	Directors and staff	4/7/2017
9.	Document the process by taking photos of food and beverages served at different meetings and events.	Staff	8/21/2017
10.	Complete the <a href="#">NYC Food and Beverage Guidelines Post-Assessment for Meetings and Events</a> .	Staff responsible for preparing and serving food and beverages	9/4/2017
11.	Hold meetings with management and key staff responsible for planning, preparing and serving food to discuss the pre- and post-assessment findings, review and acknowledge accomplishments, and plan next steps.	Executive director or program directors and staff responsible for preparing and serving food and beverages	9/22/2017
12.	Provide additional trainings as needed and schedule annual staff trainings on the Guidelines.	Staff involved in the planning process	10/13/2017
13.	Remind staff to use the food and beverage policy when planning holiday parties and events.	Executive director or program directors	11/3/2017