



## Chefs' Manifesto CITY Action Hub

### Planning Checklist

- Identify planning team
- Identify programme goals
- Set budget (*please note Chefs' Manifesto does not provide financial support*)
- Logistics (location, dates, times, catering)
- Block programming
- Invite speakers
- Draft invitations and guest list
- Publish event listing
- Send out invitations
  - LINK: Guest list**
  - LINK: Registration form**
- Event promotion
- Confirm event materials
  - [LINK: Chefs' Manifesto Logo](#)**
- Upload photos and videos
- Post-event article

## Programme Goals

### PURPOSE

1.

### DESIRED OUTCOMES / FOCUS ON THEMATIC AREAS:

1.

## Logistics

- Location:
- Date:
- Time:
- Planning Team:
- Key point of contact onsite:

## Programme Agenda

Time	Activity (SAMPLE BELOW)	Speaker/Lead
8:45 - 9:15	Check in	All team
	Coffee & networking	
9:30 - 9:40	Opening welcome	Name, title
9:40 - 9:50	Intro	Paul Newnham, SDG2 Advocacy Hub, CEO

<b>9:50 - 10:25</b>	<b>Panel:</b>  Moderated by: Name, title  Speakers: - Name, title	Participants
<b>10:25 - 10:45</b>	<b>Break &amp; Networking</b>	
<b>10:45 - 11:20</b>	<b>Panel:</b>  Moderated by: Name, title  Speakers: - Name, title	Participants
<b>11:20 - 11:30</b>	<b>Closing remarks</b>	Name, title
<b>11:30 - 11:45</b>	<b>Group photo</b>	All attendees
<b>11:45</b>	<b>Exit</b>	All attendees

## **Social Media**

### **HASHTAGS**

#ChefsManifesto #GoodFood4All #beansishow

### **INSTAGRAM HANDLES**

@ChefsManifesto

### **LINKS**

- <https://sdg2advocacyhub.org/chefs-manifesto/>