



Culturally Inclusive
Recipe Toolkit

TASTE-TESTING CHECKLIST

Taste Testing in Schools – Timeline and Checklist

Use this checklist to stay on track with assigning and completing all necessary tasks for conducting a taste test in your school.

Planned Date of Taste Test:

Location of Taste Test:

Name of Item to Taste Test:

1 to 2 months before the tasting event:

COMPLETE	TASK	ASSIGNED TO
	Notify key school staff (administrators, nutrition team).	
	Request any event approvals (follow school procedures).	
	Assign taste test team leader.	
	Confirm the item(s) for taste testing with culturally inclusive recipes team.	
	Sign up students and volunteers for event tasks.	
	Order ingredients for tasting recipe quantity.	

2 to 4 weeks before the tasting event:

COMPLETE	TASK	ASSIGNED TO
	Purchase tasting supplies.	
	<ul style="list-style-type: none"><li data-bbox="418 436 602 472">• Tasting cups	
	<ul style="list-style-type: none"><li data-bbox="418 548 545 583">• Utensils	
	<ul style="list-style-type: none"><li data-bbox="418 659 630 695">• Other supplies	
	Create or print materials for the event.	
	<ul style="list-style-type: none"><li data-bbox="418 1020 724 1056">• Promotional materials	
	<ul style="list-style-type: none"><li data-bbox="418 1131 781 1167">• Feedback cards or boards	
	<ul style="list-style-type: none"><li data-bbox="418 1243 545 1278">• Surveys	
	<ul style="list-style-type: none"><li data-bbox="418 1354 613 1390">• Recipe cards	
	<ul style="list-style-type: none"><li data-bbox="418 1474 821 1509">• Cultural information materials	
	<ul style="list-style-type: none"><li data-bbox="418 1577 810 1612">• Nutrition education materials	
	<ul style="list-style-type: none"><li data-bbox="418 1688 597 1724">• Decorations	

COMPLETE	TASK	ASSIGNED TO
	Begin advertising for the event.	
	<ul style="list-style-type: none"> • School morning or afternoon announcements 	
	<ul style="list-style-type: none"> • Social media 	
	<ul style="list-style-type: none"> • Distribute promotional materials 	
	Invite special guests from the culturally inclusive recipes team, families/caregivers, and community members.	

1 week before tasting event:

COMPLETE	TASK	ASSIGNED TO
	Notify the custodial staff of the date and location of the event.	
	Request tables, trash cans, and other equipment as needed.	
	Ensure all food items, materials, and supplies are purchased.	
	Meet with the school nutrition professionals who will prepare the recipe to ensure preparation instructions are clear. Verify the time the food should be finished cooking and ready for the tasting event.	
	Send reminders to special guests, the principal, or other administrator.	
	Continue advertising for the event.	

Day of the Event

COMPLETE	TASK	ASSIGNED TO
	Remind students about the event on the school morning announcements.	
	Assign photographer duties for social media photos and promotional pics.	
	Allow sufficient time for set up. Tasting stations should be set up 30-60 minutes before tasting begins with paper goods and other non-food items.	
	Appoint volunteers to manage student feedback (e.g., sticker board, collect surveys, etc.).	
	Identify volunteers to assist with sample distribution.	
	Assign volunteers to assist with cleanup.	

1 to 7 days after the event

COMPLETE	TASK	ASSIGNED TO
	Send a thank you note or message to students, community volunteers, and school staff who assisted with the tasting event.	
	Review the data and share results with the culturally inclusive recipes team to inform next steps for the recipe review.	
	Notify the school nutrition staff feedback to inform recipe adjustments for the standardized recipe process.	
	Share the taste-test results with students and school staff (such as through a social media post or school daily announcements).	

Adapted from [Arizona Department of Education's Taste Tests in Schools Timeline and Checklist](#).



This project was funded using U.S. Department of Agriculture grant funds. This institution is an equal opportunity provider.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

For more information and the nondiscrimination statement in other languages:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold.

Suggested Reference Citation:

Institute of Child Nutrition. (2024). *Culturally inclusive recipe toolkit. Taste-testing toolkit*. University, MS: Author.

The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The university cannot, therefore, grant permission to use these images. Please contact helpdesk@theicn.org for more information.