**MEALS ON WHEELS NATIONAL RECORD ATTEMPT**

“Most community meals produced in a five-hour period”

To celebrate National Meals on Wheels Day on Wednesday 29 August 2018, we invite services across Queensland to participate in the Meals on Wheels National Record attempt for the “*most community meals produced in a five-hour period*.” An initiative by Meals on Wheels Queensland, the attempt will involve services across the state to work together to cumulatively create an impressive inaugural record! The attempt, which will be held from 6am – 11am on Wednesday 29 August, will involve a number of services across the state producing their meals simultaneously, with the collective number of meals going towards the tally.

We have included a checklist below for you to review to assist with your preparations on the day. We see this event as an opportunity to raise awareness of services, encourage more volunteer sign-ups and to engage potential new clients. This awareness will be driven through media opportunities in the lead-up to, and the day of the event.

Please review the checklist below and if you have any further questions or want to have a chat about your contribution to the event, please do not hesitate to contact QMOW Marketing Manager, Katrina Jermyn at marketing@qmow.org / Ph: 07 3205 5588.

**SERVICE CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STAFF REQUIRED** | **QUANTITY** | **ROLE** | **EXAMPLE****EQUIPMENT** | **WHO CAN DO THIS?** | **Y/N** |
| Timekeeper / Witness | One per service participating | * Responsible for sounding the start and finish alarm for the beginning and end of the attempt
* Responsible for keeping time throughout the attempt
* To remain at checkpoint / Meals on Wheels services for the duration of the attempt to collate all numbers of meals produced
* To sign submission form upon completion of record attempt
 | * Phone
* Stopwatch
* Oven timer
* Watch
* Wall clock
* Bell
* Whistle
* Horn
 | Member from the local community, service manager, service volunteer or family / friend from local service member | [ ]  |
| Photographer | One photographer per location for the duration of the attempt | * Mark significant moments in the attempt
* See photography guidelines for recommended images
 | * Phone camera
* Disposable camera
* Any device capable of taking photographs
 | Member from the local community, service manager, service volunteer or family / friend from local service member | [ ]  |
| Videographer  | One videographer per location for the duration of the attempt | * Mark significant moments in the attempt
* See videography guidelines for recommended footage
 | * Video camera
* Phone camera
* Ipad
* Any device capable of taking video footage
 | Member from the local community, service manager, service volunteer or family / friend from local service member | [ ]  |
| **STAFF & VOLUNTEERS** | **QUANTITY** | **ROLE** |  | **WHO CAN DO THIS?** | **Y/N** |
| Organisational team  | As required  | * Decorate centre for beginning and end of record attempt
 | * Decorative items such as streamers, balloons, signs
 | Current staff and volunteers  | [ ]  |
| Kitchen staff and volunteers to produce meals  | As required  | * Produce meals for clients
* Potential to label each meal with a sticker for ease of counting
 | * Food for preparation
 | Current kitchen staff and volunteers  | [ ]  |
| **MEALS** | **QUANTITY** | **ROLE** |  |  | **Y/N** |
| **Main**Roast chicken with gravy and roast vegetables (potato, beans and carrots) | As many as possible  | All meals must be roast chicken* Meals do not need to be weighed
* Meals can be frozen after delivery
* Vegetables can be pre-produced prior to the day
* Meals can be pureed
 | - Food for preparation |  | [ ]  |

\*\*Please note that one person can take on multiple roles

**Further information:**

Queensland Meals on Wheels

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