



# Meal toolkit

A Taste of Harmony is a chance for us to reflect on what makes us who we are, and everything that we share. We spend a lot of time with our co-workers, so why not host an A Taste of Harmony event as an opportunity to get to know each other?

#ATOH19

@tasteofharmony\_au



# The ingredients

We've made A Taste of Harmony easy to organise - everything you'll need you can simply download and print!

[These can all be accessed on the EventHub.](#)

## Your checklist



Email invitation template



Dish cards



Event posters



Conversation cards



Decorations



Promotional videos



World map



Cultural quiz



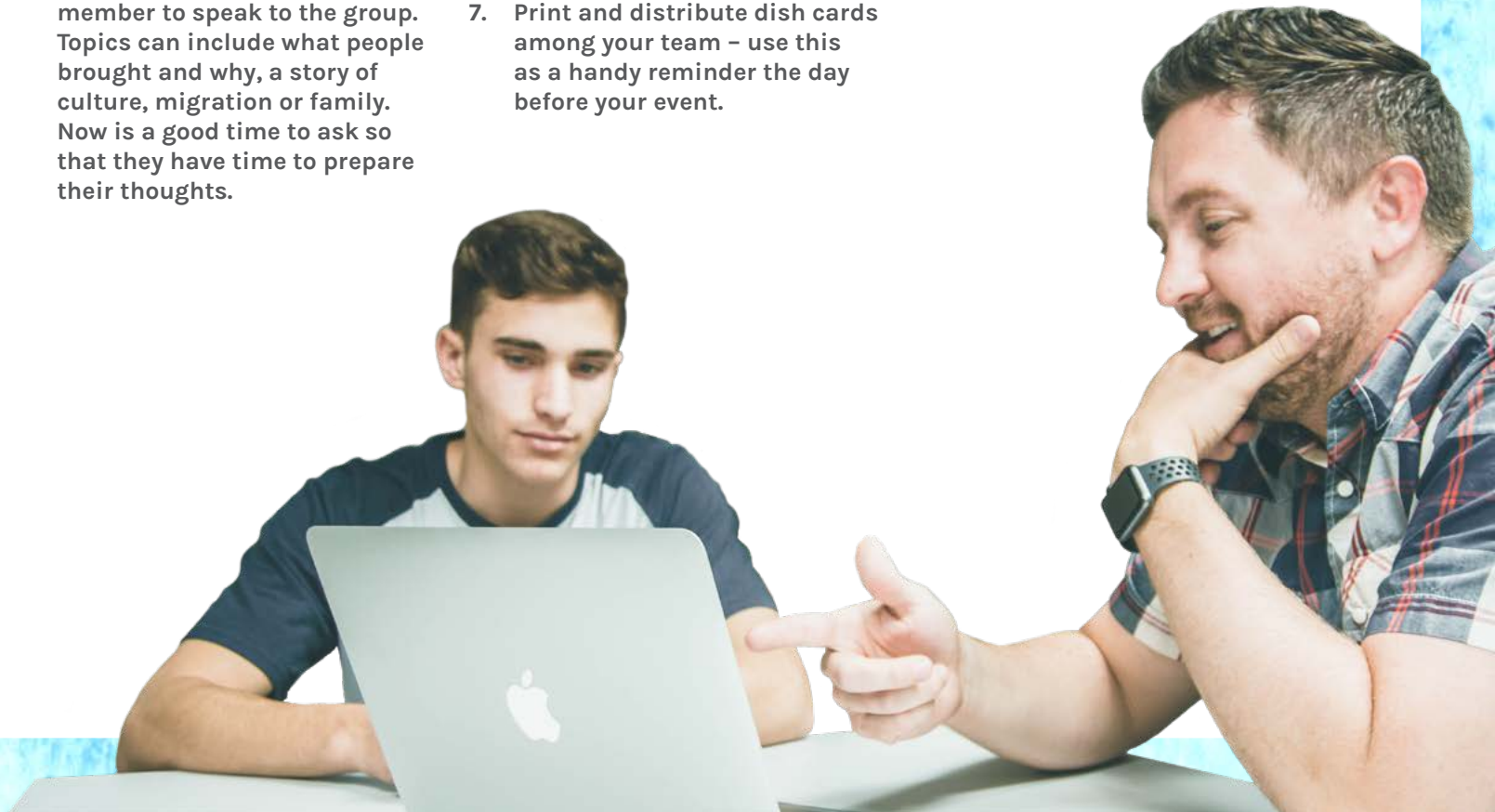
[A Taste of Harmony playlist](#)



# Before the day

Once you've decided to host an A Taste of Harmony event, there are a few things to organise. Check off these simple steps, and you'll be set.

1. Agree on a date and time for your event during 18-29 March
2. Register your event at [tasteofharmony.org.au/register](https://tasteofharmony.org.au/register)
3. Send event invitations to your co-workers. The ATOH website can do this for you – from managing your RSVPs to making a list of the food people will bring!
4. Download and print posters to remind everyone of your event. Our website will pre-populate these with your event details. Easy!
5. Consider asking a team member to speak to the group. Topics can include what people brought and why, a story of culture, migration or family. Now is a good time to ask so that they have time to prepare their thoughts.
6. Check out the event tools on the ATOH website. You can download and print a world map, dish cards and conversation cards to assist your event.
7. Print and distribute dish cards among your team – use this as a handy reminder the day before your event.



# On the day - Before your event

With a little preparation, you'll have a smooth event. This will free you up to enjoy good food and great conversation!

1. First, set up the space. Print and lay out the event tools from the ATOH website such as the world map, conversation cards and even some spare dish cards. Other decorations you could source include different country's flags.
2. Providing cutlery and crockery? This can be a good spot to place your conversation cards, one on each plate. Alternatively, one on each chair in the room.
3. Designate someone to host the day - this could be you! It's helpful to have someone welcome everyone and lead the conversation.

Don't forget to take photos! We suggest snapping a few before you start.





# Kicking off your event

(5 minutes)

Now your team is gathered with their dishes, it's time to begin!

As the host, this is your opportunity to remind everyone what A Taste of Harmony is about - to share food and stories, and to build a deeper understanding of each other.

## Here are some talking points to help get things started.

- Today we're holding A Taste of Harmony. This is an opportunity to reflect upon what makes us who we are, and all the things we share.
- Each of us have a dish, and with it a story of our cultural heritage. Everyone has dish cards, so you can share what your dish is and why you've chosen it. We also have conversation cards, which are great ways to spark discussion.

# Introducing our meals

(10 minutes)

Now that you've welcomed everyone - it's time to get the conversations started!

You may wish to start by sharing what you brought and why you chose this.

Now, introduce the team members you asked to speak at the event.

Try asking people why their meal is important, or what memory it sparks for them.





# Sharing meals, sharing stories

(25 minutes)

As everyone breaks away to enjoy their meal, the host can encourage them to use their conversation prompts to guide discussions.

Around halfway through, ask everyone to change places, try different foods and speak to other co-workers. Think of it like speed dating!

Make sure that you move around the room, try as many different delicious foods as you can, and use the conversation cards to start a discussion with those around you.



# Bringing it together

(5 minutes)

Now that food has been enjoyed and stories shared, it's time to come back together as a group. Ask individuals to share what their favourite new food was, and what country it was from.

How many cultural groups are represented in your team?





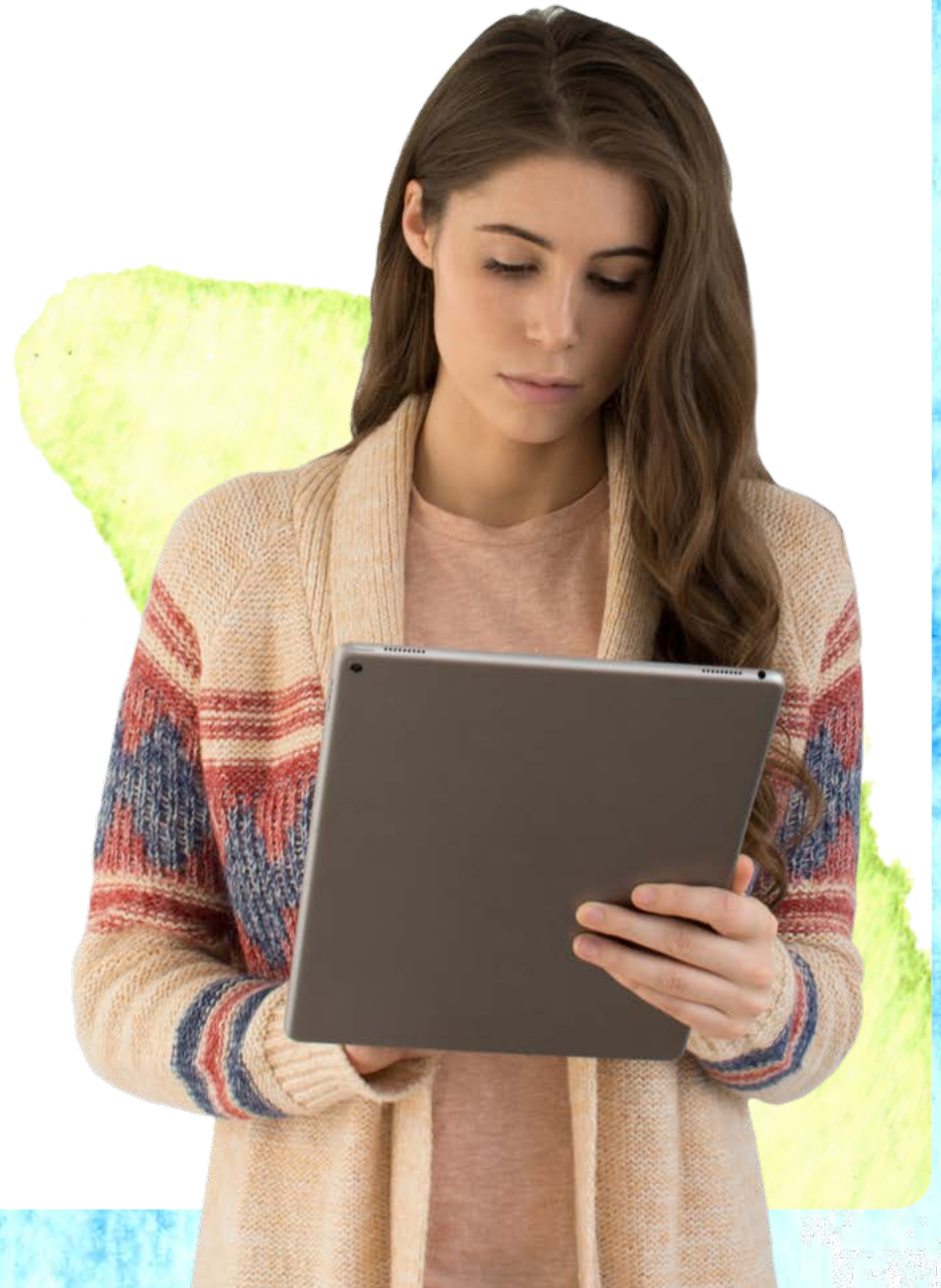
# After your event

Congratulations on hosting an A Taste of Harmony event in your workplace!

- Send a thank you email to your team and include event photos. Why not ask them to share their experience online with #atoh19?
- If you enjoyed hosting your event, why not share this as a case study on LinkedIn? Tag #atoh19 so we can see it!
- Let us know what you thought! You can send feedback to [contact@tasteofharmony.org.au](mailto:contact@tasteofharmony.org.au). We'll also send out a survey in the coming weeks. Your feedback will assist us in making next year event better!



Follow us  
on social and  
share your  
event photos!



# In the lead-up to your event

The below timing is provided as a guide only and will vary between workplaces.

Activity	Timing before your event	Description
Agree upon a time and date	3-4 weeks before	Agree on a date and time to hold your event
Register your event	3-4 weeks before	Register your event online at <a href="https://tasteofharmony.org.au/register">tasteofharmony.org.au/register</a>
Invite your colleagues	3-4 weeks before	Use the Event Hub on the A Taste of Harmony website to send invitations to your colleagues. This will collect RSVPs and build a menu of the dishes people intend to bring!
Promote your event	3 weeks before	Download and print the customised posters from the Event Hub. These are pre-populated with the details of your event.
Remind colleagues of your event	2 weeks before	Send a reminder email, so that people know to start planning! Have you sent a calendar invite to the team? This is a good way to ensure people are aware it's coming up. You can send invitations from the Event Hub.
Check you have everything you need	1 week before	Check off that you have everything you need. Many can be downloaded from the Event Hub: <ul style="list-style-type: none"> <li>• Conversation cards</li> <li>• Dish cards (have you handed them out to everyone?)</li> <li>• World map (Great decoration and talking point)</li> <li>• Other decorations (You can create flags and make bunting!)</li> <li>• Are you intending to ask anyone to speak? Have you approached them?</li> <li>• Are you intending to host the event on the day? If not, who?</li> <li>• Who will take photos on the day?</li> <li>• Have you booked a room?</li> <li>• Is there cutlery and crockery ready?</li> <li>• Would you like music to play? Why not try the A Taste of Harmony playlist?</li> </ul>
Remind people to bring their dish!	The day prior	Hand your colleagues a dish card, this way they'll remember to fill it out and bring in their dish!



# Event run sheet

The below timing is provided as a guide only and will vary between workplaces.

Activity	Timing before your event	Description
Morning of your event	2 minutes	Send a quick email to your team – today is the day! Remind them of the start time, and encourage them to bring their dish with dish card. This is also an opportunity to suggest people heat up their food before the event.
Before your event	30 minutes	<ul style="list-style-type: none"> <li>• Ensure crockery and cutlery are in place</li> <li>• Set tables for the team to place their food</li> <li>• Set up the space, print and place tools:               <ul style="list-style-type: none"> <li>» World map, conversation cards (place one with each plate), dish cards (have some spares ready!), other decorations (flags)</li> </ul> </li> <li>• Encourage people to heat up their food and place on the table with their dish cards</li> <li>• Are you hosting the day? If not, ensure your event host is ready to go!</li> <li>• Who is your photographer? Are they ready to capture some great shots?</li> <li>• Who are your speakers today? Are they prepared?</li> </ul>
Kicking off your event	5 minutes	Welcome everyone to the event. We have provided some speaking prompts should you wish to establish the purpose of the event and what you're seeking to achieve together.
Introducing our meals	10 minutes	<ul style="list-style-type: none"> <li>• Get the conversations started – what did you bring? Why?</li> <li>• Do you have some team members nominated to speak? Introduce them to everyone.</li> <li>• Remind the team that they all have conversation cards – these can spark discussion while everyone is enjoying their food.</li> </ul>
Sharing meals, sharing stories	25 minutes	<p>It's time to eat!</p> <ul style="list-style-type: none"> <li>• As the host, ensure you move about the room and ask people how they're going with the conversation cards. Trying people's food is a good way to join a conversation.</li> <li>• If people are seated, encourage them to move about the room – think of it like speed dating!</li> </ul>
Bringing it together	5 minutes	<ul style="list-style-type: none"> <li>• Now that you've enjoyed a meal together, why not share what you've learnt?</li> <li>• Ask some team members to share which dishes they enjoyed, what they learned about another culture, or their own!</li> </ul>
After your event	5 minutes	<ul style="list-style-type: none"> <li>• Send a thank you email to your team. This is a great opportunity to share event photos, and ask for other photos that your colleagues have captured.</li> <li>• Share your event photos with #ato19 to share your positive work culture with your network.</li> <li>• If you have a great story to share from your event, let us know! You can email us at <a href="mailto:contact@tasteofharmony.org.au">contact@tasteofharmony.org.au</a></li> <li>• We'll send a survey for feedback in the following weeks – be sure to complete this so we can make next year even better!</li> </ul>



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