

19 March — 18 April 2026

A Taste of Harmony 2026

ATOH Event Planning Cheat Sheet

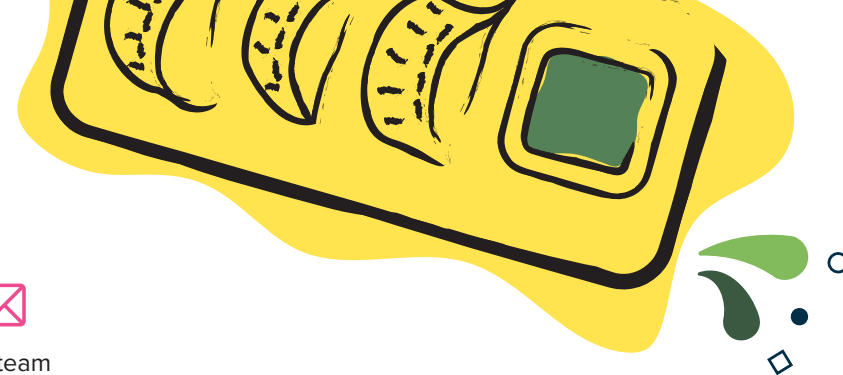
**Your quick guide to hosting
a fun, stress-free A Taste of
Harmony event.**



#ATOH2026



19 March — 18 April 2026



6–8 Weeks Before

- ☐ Register your event at tasteofharmony.org.au
- ☐ Pick your event date and time
- ☐ Book a venue or meeting space
- ☐ Decide on your event style (shared meal, morning tea, virtual, etc.)
- ☐ Confirm leadership support and invite them to attend
- ☐ Add event to workplace calendar

4–5 Weeks Before

- ☐ Send a “Save the Date” to your team
- ☐ Share ATOH resources and ideas for participation
- ☐ Encourage everyone to bring a dish from their culture, a place they’ve visited, or one they love
- ☐ Consider dietary needs and accessibility
- ☐ Organise decorations or cultural displays

2–3 Weeks Before

- ☐ Send the formal invitation with RSVP details
- ☐ Plan activities (conversation starters, quizzes, music)
- ☐ Arrange for photos or video capture
- ☐ Assign roles for set-up, hosting, and clean-up
- ☐ Remind guests about bringing dishes or contributions

1 Week Before

- ☐ Confirm RSVPs
- ☐ Finalise your run sheet or order of activities
- ☐ Check tech requirements for virtual elements
- ☐ Print any conversation cards, quizzes, or signage
- ☐ Do a final check on supplies, decorations, and serving needs

On the Day

- ☐ Set up early and test equipment
- ☐ Display food labels (including allergens)
- ☐ Welcome guests and share the ATOH message
- ☐ Encourage mingling and participation
- ☐ Take plenty of photos for internal and social sharing (#ATasteOfHarmony)

After the Event

- ☐ Thank participants and helpers
- ☐ Share highlights and photos internally and on social media
- ☐ Gather quick feedback for next year
- ☐ Invite suggestions for year-round cultural activities
- ☐ Keep the conversation going!



Event Login Tip

When you register, you’ll get access to the ATOH event login where you can:

- Set up your event details
 - Manage RSVPs
- Download resources to make hosting easy



Top Tip

Encourage everyone to bring a dish that tells a story — it’s the best way to spark great conversations.

Find more resources at:
tasteofharmony.org.au

#ATasteOfHarmony