

Healthy Event Checklist

Did you know that one third of cancers are preventable with simple healthy lifestyle changes? To help create a cancer free future use the below checklist to create a healthy event!

Health Area	Criteria	Action	Checklist
Create a smoke free event	Highly Recommended	Host a smoke free event.	
	Highly Recommended	Provide information about quit smoking services like Quitline 13 QUIT (13 7848).	
	Recommended	Ensure designated smoking areas are clearly signed and located away from non-smoking areas and major thoroughfares outside the premises.	
	There is a strong link between smoking and cancer, make your event a smoke-free one and help work towards a cancer free future.		
Create a SunSmart event	Highly Recommended	Provide adequate shade either in the form of marquees, umbrellas, shade sails, tarps, buildings, permanent structures or large shady trees.	
	Highly Recommended	Provide free SPF 30 or higher broad spectrum water resistant sunscreen for attendees.	
	Highly Recommended	Ensure hats and water bottles are available to be purchased at the event?	
	Recommended	Encourage guests to slip on sun protective clothing, slop on SPF30 or higher sunscreen, slap on a broad brimmed hat, seek shade and slide on sunglasses.	
	Recommended	Play the CCQ SunSound jingle. For more information, visit the 'Create a healthy event' page on the CCQ website. https://cancerqld.org.au/get-support/community-support/event-support/	
	Recommended	Schedule outdoor activities outside peak UV times (10am -3pm).	
In Queensland we have the highest rates of skin cancer in the world. We all need to be SunSmart all year round, even in winter			
Provide healthy foods and drinks	Highly Recommended	Encourage vendors to provide a minimum of one healthy meal/snack option (e.g. salad wraps, fresh fruit, yogurt & muesli, healthy pizza, salad beef burgers etc.).	
	Highly Recommended	Make plain drinking water available for free or for purchase.	
	Highly Recommended	Limit the amount of processed meat available (e.g. sausages, bacon, ham & salami).	
	Highly Recommended	Remember to prepare, store, transport and serve foods safely.	
	Highly Recommended	Ensure healthy breakfast options are available (e.g. fresh fruit, yoghurt, muesli, baked beans, cooked mushrooms and real fruit juice with no added sugar).	
	Highly Recommended	Make your event a soft drink free! Talk to vendors about restricting the sale of soft drinks.	

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Provide healthy foods and drinks	Recommended	Encourage participants to bring their own healthy food and drinks.	
	Recommended	Work with food vendors to ensure there are plenty of healthy options available and limit fatty, sugary and salty foods and drinks (e.g. deep fried foods, lollies, chips, slushies, cakes, pasty products and soft drinks).	
	Recommended	Consider people with special dietary needs. (intolerances, allergies and cultural considerations).	
	Recommended	Label foods to indicate healthier choices. Refer to the healthy catering guide and use the traffic light system - green, amber & red).	
	Evidence suggests that maintaining a healthy weight throughout life is one of the most important ways to protect against many types of cancer. Encourage vendors and food providers to limit foods and drinks that are high in saturated fat, sugar and sodium (salt).		
Be active	Highly Recommended	Get creative and think of fun ways to get people moving (e.g. active games, obstacle courses, aerobics, wearing pedometers, treasure hunt etc.).	
	Recommended	Promote active transport to and from the event (e.g. walking, cycling and public transport).	
	Recommended	Showcase resources and talk to people about the benefits of moving more.	
	Recommended	Encourage people to discuss ways to enjoy and participate in exercise.	
Exercise is important in reducing the risk of cancer. Aim for at least 30 minutes of physical activity every day and increase this to 60 minutes as your health improves.			
Go alcohol free	Highly Recommended	Make your event alcohol free.	
	Alcohol consumption increases your risk of developing some cancers. Make your event alcohol free and reduce your risk of developing cancer.		
Extra ideas	Highly Recommended	Make sure prizes, give-aways and promotional items are healthy (e.g. sun protective clothing, fruit basket, sports items, healthy cookbooks etc.).	
	Recommended	Some cancers can be detected at an early stage. Make your event a great opportunity to find out more about the importance of early detection and what you can do to take part. For more information visit the Cancer Council Queensland website.	
	Recommended	Ensure all fundraising activities are healthy.	

Health Area	Criteria	Action	Check list
	Recommended	Use healthy loud speaker announcements to help participants reduce their cancer risk.	
	Recommended	Encourage local businesses to attend your event and promote healthy activities in the community.	
Add any extra healthy initiatives here:			