



SALAD SOCIALS 101

A Salad Social is a DIY salad bar at the workplace, potluck style. It's a great way to bring people together to enjoy healthy food, with everyone sharing the responsibility for the meal. A Salad Social is a great way for employees to share their favorite ingredients with their co-workers and personalize their meal. This guide covers the steps to set up a Salad Social at your worksite.

GETTING STARTED

STEP 1: RECRUITMENT

The first step is to understand how many employees are interested in participating. To do this, you may want to post flyers or send an email. You can use this [flyer template](#) to advertise. Make sure to include contact information on your communications. You may want to also consider creating a survey to assess preferred time, date and location (if you have multiple sites).



Make it digital: There are many free survey websites and online tools that can help you identify interested employees and figure out the best time to host your Salad Social.



Encourage participation: If initial interest is low, consider giving an incentive (like a small water bottle or other agency-branded item) to the first few registrants.

STEP 2: NAIL DOWN THE DETAILS

Determine a date and time that works for the group and reserve space to host the event. You may want to consider hosting 2 back-to-back Salad Socials (for example, one at 12pm and another at 1pm) so people with different lunch hours can attend.

You can use this [flyer template](#) to spread the word about your event. Just fill in the highlighted sections and share!



Depending on how room reservations work at your agency, you may want to propose a few dates and times in case you can't confirm your first choice.



STEP 3: MAKE THE MENU

Set up a system to organize who will bring what to the Salad Social. Planning ahead will help avoid duplication and ensure there are a variety of ingredients. Encourage all participants to bring something, whether it's their favorite fruit, vegetable, protein, or dressing. Don't forget plates, silverware, and napkins!



Sign-ups: There are many free websites that allow participants to sign up for a potluck and share what they would like to bring. You can also use this [sign-up sheet](#) to coordinate who will bring which items. You can print and pass around the sign-in sheet. The items listed are just suggestions – feel free to modify as you wish!



Food allergies: you may want to provide pen and paper and ask participants to label their foods to help those with food allergies choose wisely.



Supplies: In addition to food, make sure to determine who will bring needed supplies, such as knives, can opener, strainer, serving bowls, utensils (for serving and for eating), plates, and napkins. If you are using a potluck website, these items can be added for volunteers to sign up to bring.

STEP 4: TIME TO EAT!

On the day of your Salad Social, try to get to the room a few minutes early to help set up the salad bar. You can let the conversation flow naturally, or you may want to welcome employees to engage in a discussion about food and nutrition. If possible, consider printing some handouts for employees to take with them, such as:

- [Eat to Thrive from 9-5](#)
- [Quick Tips for Healthier Recipes](#)
- [Smart Shopping for Veggies and Fruits](#)



Many worksites have combined their Salad Social with a WorkWell NYC workshop on meal planning, eating healthy on the go, or shopping smart. Request a workshop for your site [here!](#)

WHAT ELSE DO I NEED TO KNOW?

- ☑ **Food safety:** you may want to identify a nearby refrigerator to keep ingredients cold until they are ready to be used, and a nearby sink in case ingredients need to be rinsed or chopped.
- ☑ **Meatless Mondays:** some City agencies have turned their Salad Socials into plant-based events. Check out [meatlessmonday.com](#) for more information and ideas.
- ☑ **Have more questions?** WorkWell NYC is here to help! Email us at workwell@olr.nyc.gov.