

Charlotte Area

NC Air Awareness

[HOW TO: DON'T DRIVE @ LUNCH]

Encourage employees to reduce mid-day car trips. Here are some options for planning a Don't Drive @ Lunch event based on your organization's space, location, and lunch schedule.

Potluck Lunch

Best for a manufacturing facility with short lunches OR facilities located outside delivery areas

Step 1: Identify a large seating area to have lunch.

Step 2: Post a sign-up sheet designating utensils, food items, drinks, etc.

Step 3: Remind participants a day before the event.

Group Delivery

Best for a smaller group located in an urban area with several restaurant options

Step 1: Identify delivery options. (If you're looking for a good starting point, try yelp.com, makeafoodiecall.com, or similar service.)

Step 2: Organize lunch option a few days before hand.

Step 3: Pick a restaurant; get orders and payment.

Step 3: On the day of your event, have one person in charge of lunch pick up or delivery.

Primetime Lunch

Best for businesses that have a large common area with internet/ TV access

Step 1: Identify a space with a projector, TV, internet access, seating, etc.

Step 2: Determine a source to watch TV or a movie (Hulu, Netflix, DVD, network website, iPad app).

Step 3: Create a schedule offering 2-3 different show times- depending on participation and popularity of shows.

Step 4: Make sure equipment needed is working before the day of your event.

Step 5: Bring your own lunch and enjoy!

It's also possible to mix and match events—have a TV show playing while eating your pot luck or delivered lunch. In larger organizations, recruit lunch coordinators to help plan activities by floor, workgroup, location, etc.