



FOOD SAMPLING CHECKLIST

(Please note: Not all of the items on the list are reimbursed by VegFund. Refer to VegFund's FAQs for more information.)

- List with your volunteers' names, contact information, and shifts
- Directions to the event
- Digital camera for taking required photos
- Table/chairs/canopy (if not provided by venue)
- Tablecloth/banners
- VegFund required sign
- Common Food Allergens sign
- Product packaging to display on the table
- Tape/other supplies for affixing signs to table
- Vegan educational literature
- Literature display holders
- VegPledge sign up form (optional, but encouraged—see FAQs)
- Clipboard
- Pens
- Paperweights
- Vegan food
- Recipe cards (if something is homemade)
- Disposable serving gloves
- Serving supplies (e.g., plates, cups, napkins, toothpicks)
- Paper towels
- Bowls/trays
- Cooler with ice
- Cutting boards
- Sharp knives
- Hand washing station at booth if none nearby: Water container with spigot, container to collect water, and hand soap. Alternative is disposable towelettes.
- Covered container to store soiled items (e.g., knives, cutting boards, etc.)
- Covered garbage container and garbage bags

Last updated: 10/12/12