



SCREENINGS CHECKLIST

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

- List of volunteers and their contact info
- Guest speaker's contact info (if applicable)
- Film(s) to be screened in format necessary for technology at venue
- Microphone/audio equipment for host/speakers
- Printed copy of *VegFund's Tips for Facilitating Post Film Discussion*
- Digital camera for taking required photos
- Table(s)/chairs (if not provided by venue)
- Tablecloth/banners
- Vegan educational literature
- Literature display holders
- VegPledge sign up form (optional, but encouraged—see FAQs)
- Tape/other supplies for affixing signs to table
- Clipboard/pens
- Money/Check if any fee is expected by venue

FOR EVENTS WITH FOOD SAMPLING

- VegFund required sign
- Common Food Allergens sign
- Product packaging to display on the table
- Vegan food
- Recipe cards (if something is homemade)
- Disposable serving gloves
- Serving supplies (e.g., plates, platters, 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

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