FOOD SAMPLING CHECKLIST

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