

## FILM SCREENING CHECKLIST

- 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 "Post Film Screening Discussion Guide"
- Digital camera for taking required photos
- Tables and chairs (if not provided by venue)
- Tablecloth/banners
- Vegan educational literature
- Literature display holders
- Easels, if needed, for signage
- Veg pledge sign-up form (optional, but encouraged)
- Tape and other supplies for affixing signs to table
- Clipboard and pens
- VegFund required sponsorship sign
- Money/check if fees are expected by venue

## FOR EVENTS THAT INCLUDE FOOD SAMPLING

Refer to the "If you're sampling food at your event" section of the VegFund website and be sure to review the Food Safety Guidelines

- VegFund required "Free Vegan Food" 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(s) with ice
- Cutting boards
- Sharp knives
- Hand washing station at booth if none is 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