



PAID-PER-VIEW (PPV) CHECKLIST

- List of volunteers, contact information, and shifts
- Paid-Per-View required sign
- Black foam display boards for viewing booths or other viewing booth materials
- Tables and chairs (if not provided by venue)
- PPV video (DVDs or downloaded to devices)
- Video viewing equipment: multiple laptops, tablets, or TVs; (if using) virtual reality equipment
- Multiple headphones and splitters
- \$1 bills and a place to securely store them
- Donation jar
- Digital camera for taking required photos
- Tablecloth/banners
- Vegan educational literature
- Literature display holders
- Easels, if needed, for signage
- Veg pledge sign-up form (optional, but encouraged)
- VegFund required sponsorship sign
- Tape and other supplies for affixing signs to table
- Clipboard and pens

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 PPV sign (“We’ll pay you to watch...”)
- 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, cups, napkins, toothpicks)
- Paper towels
- Bowls/trays
- Cooler(s) 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.
- Sanitizer bucket (see Food Safety Guidelines)
- Covered container to store soiled items (e.g., knives, cutting boards, etc.)
- Covered garbage container and garbage bags