



## 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 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