

## 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
- ☐ Face masks
- ☐ Hair nets or hats, if needed
- ☐ 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