



PAY PER VIEW CHECKLIST

*(Please note: Not all of the items on the list are reimbursed by VegFund.
Refer to VegFund's FAQs for more information.)*

- List with your volunteers' names, contact information, and shifts
- Pay Per View sign
- Black foam display boards for viewing booths or other viewing booth materials
- Table/chairs (if not provided by venue)
- Pay Per View video (DVDs or downloaded to devices)
- Multiple laptops, tablets, or TVs
- 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
- VegPledge sign up form (optional, but encouraged—see FAQs)
- Tape/other supplies for affixing signs to table
- Clipboard & pens

FOR EVENTS WITH FOOD SAMPLING

- VegFund required 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, 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.
- Covered container to store soiled items (e.g., knives, cutting boards, etc.)
- Covered garbage container and garbage bags

Last updated: 10/15/12