

New Vendor Meeting Checklist

BEFORE

- ✓ Complete the School Nutrition Director Survey and either provide to new vendor prior to the meeting or bring to the meeting.

DURING

- ✓ Review the producer and school nutrition director surveys together
- ✓ Discuss and negotiate the important details:
 - Estimated volume of product to be delivered
 - Ordering process (including best way to contact one another)
 - Delivery schedule including time of day, frequency, location
 - Packing requirements: Standard box, grade, loose pack, bulk, etc...
 - Post-harvest handling practices: Is the produce pre-cooled? How clean should the product be?
 - Cost per unit, payment terms, payment process
 - Names, phone numbers and emails of contact people for ordering and billing
- ✓ If they are willing and able, invite them to participate in a tasting event or attend lunch on a day when their product is being served.

AFTER

- ✓ Follow up with new vendors
 - Provide feedback on their product and service—both positive and negative
 - Directly address any issues regarding product or service
- ✓ Consider exploring ways to work together to promote new foods to students

