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:
  o Estimated volume of product to be delivered
  o Ordering process (including best way to contact one another)
  o Delivery schedule including time of day, frequency, location
  o Packing requirements: Standard box, grade, loose pack, bulk, etc…
  o Post-harvest handling practices: Is the produce pre-cooled? How clean should the product be?
  o Cost per unit, payment terms, payment process
  o 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
  o Provide feedback on their product and service—both positive and negative
  o Directly address any issues regarding product or service
✓ Consider exploring ways to work together to promote new foods to students