

# DAILY Vendor PREP SHEET™

PLAN IT. PREP IT. SERVE IT. GLOW!



DATE: \_\_\_\_\_

M T W T F S S



EVENT / LOCATION: \_\_\_\_\_



TODAY'S GOAL: \_\_\_\_\_



## 1. PLAN

Set Yourself Up For Success

- Review event details (time, location, load-in)
- Check weather forecast
- Confirm menu & pricing
- Pack everything on your checklist
- Set a sales goal for today
- Visualize a successful day!



## 2. PREP

Get Everything Ready

- Prep food ingredients
- Portion, label & store properly
- Cook proteins / major items
- Chop, portion & pack sides / toppings
- Make sauces / drinks
- Restock napkins, utensils, to-go items
- Check propane / fuel levels
- Charge devices (card reader, phone)



## 3. PACK

Don't Forget The Essentials

- Cooking equipment
- Cooling equipment
- Serving supplies
- Table, canopy, weights
- Signage / menu board
- Cash & change
- Business cards / flyers
- Trash bags / paper towels
- Handwashing station & sanitizer
- First aid kit

Double check! ♥



## 4. SET UP

Arrive. Set Up. Get Ready.

- Arrive on time
- Check in with event coordinator
- Park & unload safely
- Set up canopy & table
- Set up cooking & service area
- Display menu & prices
- Check that everything is clean & organized
- Do a final safety check

You're ready to GLOW! ♥



## 5. DURING THE EVENT

Stay Focused. Serve With Excellence.

- Greet customers with a smile
- Keep your station clean
- Monitor food quality & temps
- Restock as needed
- Stay hydrated & take breaks
- Engage on social media (if possible)
- Thank every customer!

Great service = repeat business! ♥



## 6. END OF DAY

Finish Strong

- Thank the event staff
- Break down & pack everything
- Clean your entire area
- Dispose of trash properly
- Count your money
- Track your sales
- What worked well today?
- \_\_\_\_\_
- What can be improved?
- \_\_\_\_\_

Every day is a lesson! ♥



## 7. REST & PLAN

Grow Your Business

- Rest & recharge
- Review your sales & goals
- Post & share highlights
- Respond to messages & reviews
- Plan / prep for your next event

CONSISTENT ACTION  
CREATES  
LONG-TERM GROWTH.

GLOW BIG! ♥

## NOTES ♥

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**PREPARED VENDORS ARE POWERFUL VENDORS.**

Keep Showing Up! ♥

## DAILY REMINDERS

- I am prepared.
- I am professional.
- I provide great food.
- I create unforgettable experiences.
- I GLOW and my business grows!



## TODAY'S WINS



♥ \_\_\_\_\_

♥ \_\_\_\_\_

♥ \_\_\_\_\_

I'M PROUD OF ME! ♥



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Let's cook up success together! ♥