

Food Sampling Event Guidelines

NNC

Overview

Food tasting events are a fun, effective way to showcase Café LA's menu, spark interest, gather feedback, and strengthen connections with students, families, and staff. Use our key guidelines to plan a successful event at your school.

Determine the event date:

- Schedule a meeting with your school's principal to go over logistics and determine the date, time, and location of the event. Suggest school events that can also be used to host a tasting. (e.g. Back to school night or Coffee with the principal). Ideal opportunities might include events like **Back to School Night**, **Parent-Teacher Conferences**, or **Coffee with the Principal**.
- Communicate all plans to AFSS. Most events take place after school, so you will need to request additional time before the event.

Marketing materials:

- Download and print all necessary signs, and posters for your event. These can be found on the [Menu](#) page under **Food Sampling Event Resources**.

Place orders:

- Review guidelines provided to plan yield amounts per serving size, to assist when ordering.
- Place food order for sampling on Monday, the week **before** the sampling event.
- Food items must be ordered by basket and will arrive in a quantity of 10 per basket.
- Please remember to include two black tablecloths on your NNC taste testing order form, as they will be shipped directly from NNC.

CMS STOCK #	DESCRIPTION	QTY PER CASE
4645	Cup, 2 oz polypropylene *2 oz lids not needed	50/pkg
4231	Tray Boat Food ½ lbs.	1000/cs
4035	Napkins Fixture Fold	10,000/cs
4154	BIC-Teaspoon White Wrap	1000/cs

Note: Complete the **NNC Taste Testing Order Form**. Scan and email to the NNC

NNC Taste Testing Event Order Form

[illegible]

Email this order form to:

- Beatriz Aragon: beatriz.aragon@lausd.net
- cc: Rachel Gonzales: rachel.gonzales@lausd.net
 - cc: Javier Gutierrez: jxg8390@lausd.net
 - cc: Li Chang: Li.Chang@lausd.net

***Items will be delivered one day before the Taste Testing Event.**

Serving Guidelines

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Use the following criteria:

In addition to serving the bite size, sample portion, display a **full-size** serving of the sample.

ELEMENTARY
Offer a minimum of 6 items
1 Breakfast Item
1 Vegan Lunch item
1 Entrée Salad
2 Lunch Items
1 supper Item

Farm To School Items
Offer a minimum of 2-3 items

SECONDARY
Offer all 8 items
2 Breakfast Items
1 Vegan Lunch Item
1 Entrée Salad
3 Lunch Items
1 supper Item

Farm To School Items
Offer a minimum of 2-3 items

These are suggestions, if not on the menu this week, use other substitutes

Breakfast

- Cinnamon Roll (R2287N)
- Turkey Sausage Danish (R1276N)
- Morning Magic Bagel With Cream Cheese (R2295N), Cream Cheese: #7097-DW, #9043-CB
- Coffee Cake (R2310N)
- Buttery Maple Waffle (R2259N)
- Morning Magic Bagel w/ Jam R2295N, Jam: #1483- **Vegan**
- Guava Apple Pastelito (R2450N)- **Vegan**

Lunch

- Chana Masala (R5779N)- **Vegan**
- New Vegan Chick'n Sandwich Non-Spicy: (R6052N), Spicy: (R6030N)- **Vegan**
- Vegan Teriyaki & Carrot Rice Bowl (R6047N) - **Vegan**
- Vegan Teriyaki & Broccoli Rice Bowl (R6050N) - **Vegan**
- Birria Bowl (R5764N)
- Yang's Orange Chicken Bowl (R5634N)
- Chicken Drumstick & Mashed Potatoes (R5644N)
- Cafe LA Burger (R0091N)
- **Entree salad**
 - Crunchy Chef Salad (R5790N), Ranch (#1849, R7038)
 - Chicken Parmesan Salad (R5712N), Caesar (#1416, R7030)

Serving Guidelines

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Supper

- Pepperoni Pizza Croissant (R2301) with optional Marinara Sauce (R7132)

Item available the week of 10/7

- Fiestada Flatbread (R1967N)

Item available the week of 11/13

- Jalapeno Bagel Sandwich (R1970CP/R1970N)

Item available the week of 11/7 (NNC, 6-12 grades only)

Farm To School Produce

- Mini Persian Cucumbers: R4635, #2081
- Organic Gala Apples: R3305, #2019
- Use the farm harvest available that week

Suggested display items any other items on the menu that day that are not featured above. Create a nice display of fresh fruits and vegetables / harvest bar

Day-of Event:

Back-of-House Roles & Responsibilities

Date: _____

Location: _____

Food Prep:

- Prepare all tasting menu items.
- Ensure food is cooked fresh and kept at safe serving temperatures.
- Oversee timing of each dish to be ready just before serving.

Setup:

- Transport food and supplies to the event area.
- Set up tasting stations with:
 - Table coverings
 - Serving utensils
 - Warming/cooling equipment
 - Food signage with names and allergens
 - Post marketing signs
 - Set up gloves, sanitizer, and napkins at each station
 - Ensure all staff follow food safety and cleanliness procedures

Support Staff:

- Assist with food prep, portioning, and plating.
- Organize items for transport to the tasting area.
- Serve small tasting portions to attendees.
- Keep stations stocked, clean, and welcoming.
- Answer basic questions about the food.
- Check in with each station throughout the event.
- Refill food as needed from the kitchen.
- Handle any on-the-spot issues or supply needs.

Reminders:

- Wear gloves and hairnets at all times.
- Keep hot foods hot and cold foods cold.
- Maintain temperature throughout the event.
- Maintain a clean, professional station.
- Be friendly and helpful to students and parents.
- Ask for help if needed — teamwork is key!

Sample Table Setup: Guide for Food Sampling Events



Display Table Set-up

- Use risers to help elevate your foods presentation
- Café LA Salads: display a minimum of three different salads
- When selecting fruit to display, pick fruits in a variety of colors.

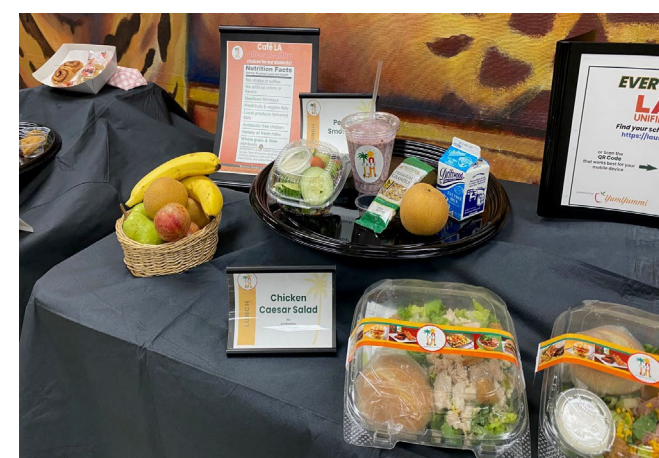


Example of Risers

Display Table with Risers



Lunch Display Example



Sample Table Set-up

- Marketing flyers should be placed inside sign holders, if available
- Have napkins and spoons available for guests
- Display a full-size serving next to the sample item



Sample Table

Spoons and Napkins



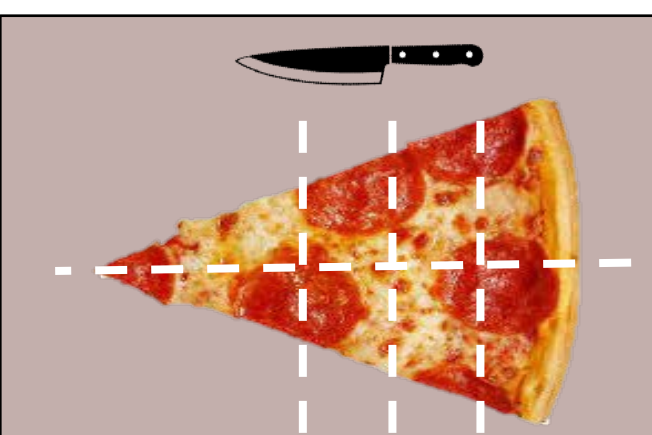
Full Size Example with Samples



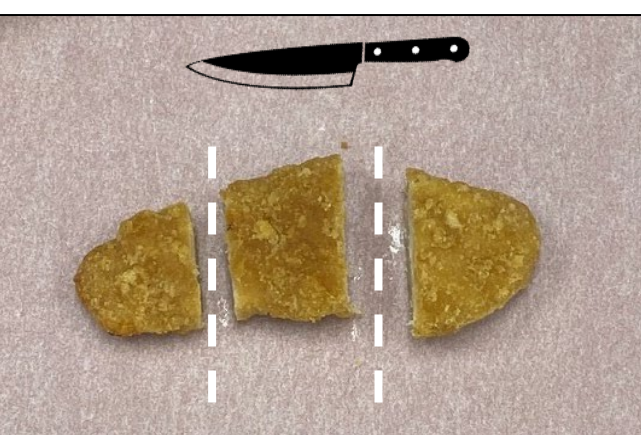
Example of samples

- When cutting sample size portions, use a cutting board and knife
- Samples should be severed in 2oz cup or ½ tray boat, see **Serving Guidelines** for instructions

Turkey- Beef Pepperoni Wedge Pizza



Chicken Tenders



Sunrise Muffin

