

Food Sampling Event Guidelines

Prep

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 orders 3 weeks prior to event use available inventory on hand
- Disposable table covers are available for order.

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
4601	Table Cover Black	25/cs

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
2 Breakfast Items
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
3 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

- Hot Honey Chicken Biscuit (R0975)
- Cinnamon Roll (R2287)
- Turkey Sausage Danish (R1276)
- morning magic bagel with cream cheese (R2292), cream cheese: #7097-DW/(R7041)-DW, #9043-CB/(R7123)-CB
- Morning Magic Bagel w/ Jam (R2292), Jam: #1483 - **Vegan**
- Guava Apple Pastelito (R2450, #2095) – **Vegan**

Lunch

- Chana Masala (R5769) – **Vegan**
- New Vegan Chick'n Sandwich Non-Spicy: (R6029), Spicy: (R6051)– **Vegan**
- Vegan Teriyaki & Carrot Rice Bowl (R6041) – **Vegan**
- Vegan Teriyaki & Broccoli Rice Bowl (R6049) – **Vegan**
- Buttery Burger (R5776)
- Birria Bowl (R5762) or Burrito (R0198)
- Yangs Orange Chicken & Broccoli Bowl (R5626)
- Arroz Con Pollo (R5783)
- Pizza Slice Big Daddy Pepperoni: (R0730), Cheese: (R1063)
- **Entree Salad**
 - Crunch Chef Salad (R5812), Ranch (R7103-CB, R7079-DW)
 - Chicken Parmesan Salad (R5710), Caesar Dressing (R7030, #1416)

Serving Guidelines

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Supper

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

Item will be available week of 10/8

- Fiestada Flatbread Recipe (R1967)

Item will be available week of 11/13

- Jalapeno Bagel Sandwich

(R1968) Supper w/o Topping

(R1969) Lunch with Shredded Lettuce

Item will be available week of 11/3 (Prep – Manager's Choice Sandwich Option)

Farm To School Produce

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

Suggested display items: smoothies, salads, any other items on the menu that day that are not featured above. Create a nice display of fresh fruit and vegetables!

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.

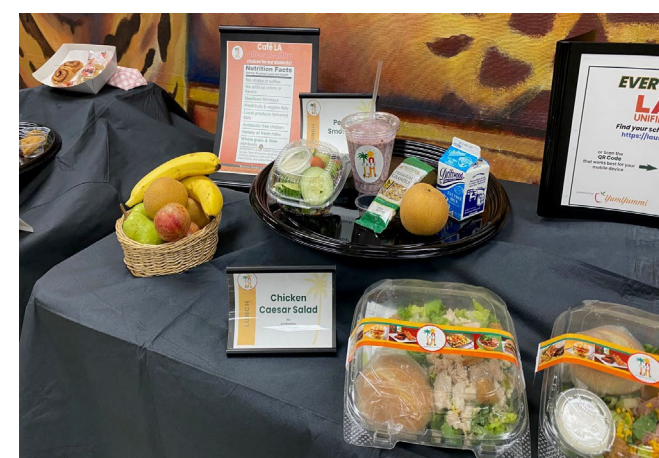


Example of Risers

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



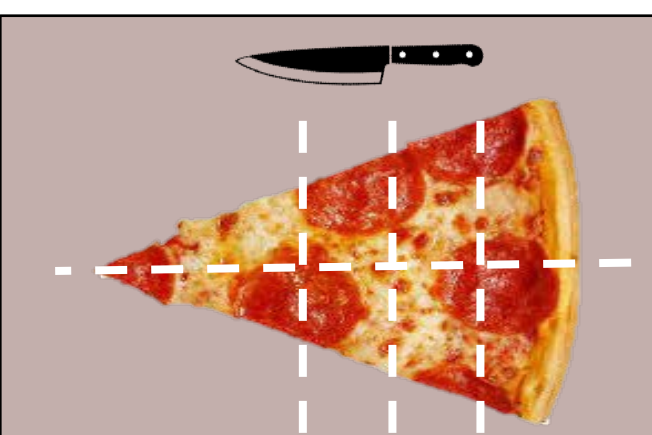
Full Size Example with Samples



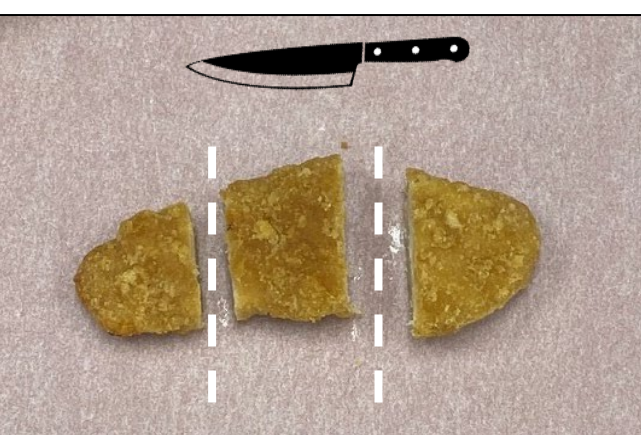
Example of samples

- 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

