



## HEALTHY VENDING IMPLEMENTATION CHECKLIST

From the [King County Healthy Vending Implementation Toolkit](http://tinyurl.com/VendingToolkit) (<http://tinyurl.com/VendingToolkit>)

### I. PLAN FOR CHANGE

- Get approval from decision-makers
- Develop a team process

#### **Talk to and gather information from:**

- Your organization - i.e. how vending profits are used, contract, current food policies
- The vending contractor – i.e. are they on board, what healthy items they offer
- Your target audience - i.e. their interests through presentations and surveying

#### **Develop your implementation plan**

- Determine healthy vending percentage (i.e. 50%, 100%) and timeline
- Select healthy vending products through doing taste tests with your target audience
- Develop pricing strategy – i.e. healthy items are competitively priced or cheaper
- Develop a culturally-appropriate outreach plan to market the healthy changes – i.e. determine effective message, label and place healthy items at eye level, signage, etc.
- Incorporate decisions into a contract and set a celebratory launch date

### II. IMPLEMENT THE CHANGE

- Promote the change by implementing the outreach plan to market the healthy changes
- Have the vending contractor change the products, and launch the new vending program

### III. CONDUCT EVALUTION

- Document the process and outcomes, and monitor the machines
- Evaluate vending usage and sales