How to Operate a Pop Up

**Prior to Event:**  
•Find location; site must be approved prior to delivery  
 •[Site approval form](PPU%20Site%20Approval%20Form.docx)   
•New hosting organizations need to sign a [host agreement](Produce%20Pop%20Up%20Distribution%20Host%20Agreement_Updated%201_19.docx)  
•Submit [scheduling form](Scheduling%20a%20Pop%20Up/Scheduling%20form_Updated%2012_27.docx) (at least 3 weeks prior to event)  
•Recruit and train volunteers  
•Promote event  
 •Flyer templates

**Day of Event:**  
•Representative will need to be onsite to receive/sign for delivery  
 •FSFB Volunteer Coordinator (FSFB Volunteer-enabled events)  
 •Partner Agency/Hosting Organization Staff  
•FSFB will deliver food on pallets;   
 •The driver will unload the pallets from the truck and move them to distribution location  
 •If the location is indoors, there will need to be a double door that the pallets can fit through  
 •The location cannot be gravel  
•Volunteers are responsible for unloading the pallets   
 •All food must be at least 6 inches off the ground  
 •If there is not enough table space to store all food, keep excess food on pallets and restock as needed  
 •Must be able to lift up to 50 pounds  
•Clients must be checked in prior to receiving food  
 •1-2 volunteers are needed for this  
 •If a Partner Agency is sponsoring event, it is recommended to have someone from the agency check clients in and submit one statistics report  
 •[Sign in sheet](../Reporting%20and%20Tracking/Produce%20Pop%20Up%20sign%20in%20sheet.docx)  
•How an organization distributes food is at their discretion  
 •Recommend ‘choice’ method; Clients pick what food they want  
 •Pre-bag items and distribute bags  
 •Volunteers can assist clients during distribution  
 •Assist while shopping (hold bag, answer questions)  
 •Help carry food to car

**After the Event:**•Volunteers are responsible for cleanup  
•Leftover food can go to pre- determined Partner Agency  
•A statistics report must be submitted through Agency Portal by the 5th of the following month