



Outline of Healthy Vending Steps and Approximate Timeline

Meet with vendors to discuss project and expectations

Things to accomplish at meeting:

- Set a goal date to have the machines switched to meet project guidelines (usually 3-6 weeks from meeting date).
- Provide vendors with tools to fill machines with healthy products.
- Address vendor concerns

Collect baseline assessment data (shortly after meeting 1-2 weeks)

Develop a marketing scheme for the machines- i.e. healthy product identification and machine signage (1-4 weeks)

Engage youth, families and vending machine users by conducting taste tests and surveying users for requested products (1-6 weeks)

Contact vendors to offer technical assistance and ensure that they're still on track to have machine switched by goal date (2-4 weeks after initial meeting)

Visit machine and assess (after goal date usually 3-6 weeks after meeting)

Contact vendors to let them know the status of their machine with respect to project guidelines (within 1 week following assessment)

- If the machine does not meet guidelines, advise the vendors about necessary steps. Set a new goal date to have the machine in compliance with guidelines.
- If the machine meets guidelines, congratulate the vendors.

Develop a way for vending machine users to continually provide feedback to project staff- i.e. a comment box or survey near the machine (after the assessment, usually 3-6 weeks from initial meeting)

Periodically assess machine status and relay information to vendors (every 3-6 weeks)