



Food Truck Event Planning Sheet

What School Will Provide

1. Area where food truck can park and serve students
 - a. Paved surface.
 - b. Room for the food truck and (2) 10 x 10 tents.
 - c. Room for students to line up.
 - d. Area for students to eat.
 - e. Trash cans and liners.
2. Equipment Needs
 - a. (4) 6 ft. tables or (4) 8 ft. tables.
 - b. (4) trash cans
3. Identify the student participants (min 200; max 400). The number of participants cannot be changed after it is set (one week prior to event).
4. Supervision-During the event, as well as, 10 minutes before and after the event.
5. Must have a set serving time, minimum of one hour, the earliest start time is 10:30am and service must end by 1:30pm.
6. Provide students with a printed ticket to receive a meal from the Food Truck. Food Services will provide a pdf file to print the tickets.
7. If Food Services can receive permission for social media posts, please provide photo release waivers for ASB, athletics, any school spokesperson, or administration.

What Cafeteria Will Provide

1. 2-3 staff members
 - a. Assist in setting up tents and tables.
 - b. Assist in placing food from food truck onto service lines (if service lines are used)
 - c. POS Meal Claim – collect tickets from students and mark grid sheet for reimbursable meals.
 - d. Breakdown and cleanup after event.
2. Fruit and Vegetable Components – NNC will coordinate with the site manager.
 - a. Fruteria cup
 - b. Cucumber salad
3. Milk – in BIC bags with reusable ice packets to hold temperature.
 - a. Reusable ice packets are in CMS #4205
4. Paper Goods
 - a. Carryout trays
 - b. Sporkette packet

What the Food Truck Will Provide

1. Food truck and tents.
2. Meals for the agreed upon number of students and adults.
3. Food, supplies, tablecloths, everything needed for lunch service, except the items above.
4. Provide the names of food services staff attending the event and who to contact for any information.
5. SMILES and GREAT FOOD!