



Food Truck Event Planning Sheet

What School Will Provide

1. Area where food truck can park and serve students
 - a. Flat Paved surface. (Easily accessible)
 - b. Large open Space for the food truck and (2) 10 x 10 tents. (Food Truck measures 30ft Long x 8ft Wide)
 - c. Sufficient space for students to line up.
2. Needs of equipment
 - a. (4) 6 ft. tables or (2) 8 ft. tables.
 - b. 1 trash can
3. Identify the participants (min 200; max 400). The number of participants cannot be changed the week of the event. (confirmation will be requested two weeks 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 per 400 students (Earliest start time is 10:30am and service must end by 1:30pm)
6. Provide students and staff 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 Host Cafeteria Will Provide

1. 2-3 staff members
 - a. Assistance in handing food from food truck to students (Elementary Schools only)
 - b. POS Meal Claim Assistance (collect tickets from students and mark grid sheet for reimbursable meals)
 - c. Assistance in Breakdown and cleanup after event.
2. Fruit and Vegetable Components – (NNC School Sites will provide a fully stocked Harvest Stand/Bar)
 - a. Fruteria cup (food truck manager will confirm if assistance is needed)
 - b. Cucumber salad (food truck manager will confirm if assistance is needed)
 - c. Fruit juice if listed on menu (Secondary schools)
3. Milk – in BIC bags with reusable ice packets to hold temperature. (CMS #4205)
4. Paper Goods
 - a. Carryout trays
 - b. Sporkette packets

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, meal count grid sheets. (Everything needed for lunch service, except the items listed above)
4. Food Truck manager will follow up 2 weeks before the event to verify any changes to schedule or meals requested.
5. SMILES and GREAT FOOD!