



# FOOD TRUCK EVENT CHECKLIST

## BEFORE YOU START

- Review **University Mobile Food Facilities Policy**

## STEP 1 - RESERVE LOCATION

- Submit **VenueVU** request and await confirmation that space is available and event is approved
- Note in the request that you are hosting food trucks
- Event location should be one of the standard food truck sites:
  - Dougherty Drive
  - The Grove
  - Mendel Field
  - Riley Ellipse (“The Oreo”)
  - Rowen Campus Green

If requesting another location, please consult **University Events** by contacting [events@villanova.edu](mailto:events@villanova.edu).

## STEP 2 - SELECT VENDOR

### USING AN EXISTING PREFERRED/APPROVED VENDOR

- Select a food truck from the **Preferred** and **Approved** food truck vendor list
- Contact vendor directly to request date/time
- Complete **Exhibit A - Statement of Work** for this event
- Keep Exhibit A on file in sponsoring office

### USING A NEW VENDOR

- Confirm there is enough time to onboard a new vendor before event
- Process **Master Mobile Food Facility Agreement (MMFFA)** in Sirion
- Obtain from vendor:
  - Current **Mobile Food Facility License** (Delaware County Dept. of Health)
  - **Certificate of Insurance** meeting university requirements
- Ensure all documents and approvals are complete **prior to event**

### STEP 3 - CONFIRM DETAILS WITH VENDOR

- Provide vendor with:
  - Event name
  - Event date, time & location
  - Name, email, and cell phone of event organizer
- Confirm **service model** with vendor:
  - Pre-paid servings (e.g., number of servings and time window)
  - Point-of-sale/individual purchases
  - Discuss and agree on any **minimums, attendance guarantees, administrative or gratuity fees, or service limits**
- Confirm **invoicing details** vendor will use:
  - Department name
  - Event organizer name
  - Event date (must appear on the invoice)

### STEP 4 - COORDINATE CAMPUS SERVICES

#### PARKING

- Notify **Parking Office** (eventparking@villanova.edu) of:
  - Date, time & location of event
  - Number of food trucks
  - Day-of event contact name and cell number
- Confirm with Parking:
  - Approved entry and exit routes for trucks
  - Any construction, closures, or access limitations

#### FACILITIES MANAGEMENT

- Submit **Facilities Management Event Assistance Work Order**
- Request adequate **trash and recycling containers**
- Include in request:
  - Date, time & location of event
  - Number of food trucks
  - Event organizer contact information

### STEP 5 - AFTER THE EVENT: INVOICING & PAYMENT

- Verify invoice matches terms in **Exhibit A**
- Confirm invoice includes:
  - Event date
  - Department name
  - Event organizer name
- Submit invoice to **Procurement** for payment processing
- Use Expense Type code” **7804 - Other G and A - Food Trucks**