

## Food Truck Approval process

As with any event, appropriate planning and timing is critical. This process should be initiated as early as possible to ensure success. Review the Food truck approval form (link) before beginning. Please note this form should be submitted at least 10 business days prior to event.

Review the university policies on [Fund-raising, Canvassing, Soliciting, Vending, and Allied Advertising](#); as well as Procurement and [P-Card](#) rules (if applicable) to ensure compliance.

## Facility Reservation and Approval

Reserve space for your event.

<https://scheduling.siu.edu/space.php> has links to the appropriate contacts for space on campus, including outdoor space. Outdoor space maintained by Recreational Sports and Services, Saluki Athletics, Student Center, or Touch of Nature should be requested through those units' processes. Other requests for outdoor space should be directed to the Vice Chancellor for Administration and Finance (campus units and off-campus organizations) or the Student Center (Registered Student Organizations).

When reserving space, confirm the facility will approve the use of food trucks. Discuss additional labor or equipment needed at the site (such as trash and recycling bins) and submit a request <https://facilities.siu.edu/grounds/special-events/>.

## Event Planning

Consider any additional equipment or supplies you may need: tables and chairs, tents, restroom access or portable toilets, handwashing stations, water, electricity.

Make a plan for inclement weather, including how to safely shelter people and secure property and equipment in severe weather.

## Booking a Food Truck

The vendors listed on the [approved caterers](#) have been approved by Procurement Services for serving food for the SIU Carbondale campus. These vendors have a current Certificate of Insurance, a Health Department Certificate/Permit, and a Catering Contract on file within Procurement Services.

Regardless of whether sales will be paid by the university, individuals, or an off-campus organization; only food trucks who have been approved by Procurement Services are permitted to conduct business on campus.

If you would like to use a vendor who has not yet been approved, contact Jeff Holmes in Procurement Services at 618-453-4753 or [jeffreyholmes@siu.edu](mailto:jeffreyholmes@siu.edu). Please note this process can take up to 3-4 weeks, depending on the vendor.

## Payment

Confirm payment plan with vendor. Will they be paid by the university, individuals, or an off-campus organization? When do they expect payment? What methods of payment are accepted?

## Utilities and Logistics

Discuss logistics and utility access with vendors. Do they need access to potable water? Do they need electricity, or are they self-powered? Make sure they understand location and what is (or is not) available to them on site. Confirm space needed for their vehicle.

Water and electricity are **not** readily available in most outdoor locations, or may not be sufficient to meet needs. Food trucks should be prepared to be fully self-sufficient (bring their own water supply and generator), unless the coordinating planner has made express arrangements with Facilities and Energy Management and/or the facility manager to accommodate their needs.

## Food Truck approval form

Once you have gathered the necessary information to complete the form, route as follows:

1. Your signature (person requesting approval)
2. Dept. Head/Dean/Director of unit sponsoring the event
3. Host Facility Director (If you don't know who this is, ask the scheduling contact.)
4. Procurement Services
5. Office approval
  - a. Student Groups or Student-Related Activities submit to Student Center, Mail Code 4407, Email: [scenter@siu.edu](mailto:scenter@siu.edu)
  - b. Campus units and off-campus organizations submit to Vice Chancellor for Administration and Finance, Mail Code 4315, Email: [vcaf@siu.edu](mailto:vcaf@siu.edu)

**This form should be submitted a minimum of 10 business days prior to the event.**