



Food Truck Event Checklist – Sponsoring Department

☐ Pre-Planning (≥ 3 Weeks Prior)

- ☐ Reserved location through EMS/CRO
- ☐ Confirmed date, time, and location
- ☐ Considered rain date

☐ Vendor Coordination

- ☐ Requested and received vendor quote
- ☐ Sent vendor secure link containing W-9 form
- ☐ Sent directions and exact event location
- ☐ Sent “Vendor Responsibilities” document
- ☐ Received vendor’s NBHD application number
- ☐ Received COI (with CCSU listed as additionally insured)

☐ Internal Processing

- ☐ Submitted quote, COI, purchase requisition and NBHD application # to *Purchasing*
- ☐ Confirmed PO has been issued to vendor
- ☐ Scanned and approved vendor invoice onto OnBase
- ☐ Confirmed how check will be delivered

☐ Final Verification (1 Week Prior Recommended)

- ☐ CRO reservation approved
- ☐ PO# on file with CRO
- ☐ Picked up check from *Accounts Payable* (if applicable)

☐ Day of Event

- ☐ Vendor arrival time confirmed in advance
- ☐ Meet vendor on site
- ☐ Ensure proper vehicle placement
- ☐ Notify CRO in advance if access to event location is required
- ☐ Ensure EHS fire safety completes inspection

CRO: Central Reservations Office
COI: Certificate Of Insurance
EMS: Event Management System

NBHD: New Britain Health Department
PO: Purchase Order
EHS: Environmental Health & Safety