



Food Truck Event Planning Guide

A fill-in planning guide for events involving food trucks

Use this worksheet when planning **any event that involves food trucks**—including festivals, corporate lunches, fundraisers, neighborhood events, and food truck rallies.

1. Event Overview

Event Name: _____

Event Type (festival, corporate, fundraiser, etc.): _____

City / Municipality: _____

Event Address / Location Name: _____

Event Date(s): _____

Event Start Time: _____

Event End Time: _____

Rain Plan (if applicable): _____

2. Guest Count & Attendance

Estimated Total Attendance: _____

Estimated Number of Eaters: _____

How was this estimate determined?

Ticketed event

Prior year attendance

RSVP / registration

Estimate

Other: _____



3. Food Truck Count Recommendation

PLANNING GUIDELINE (use for consistency):

- One (1) food truck for **300–400 eaters**
- If the food truck does **not** offer desserts, add one (1) **dessert OR drink truck**
- Total for 300–400 eaters: **1–2 trucks**

Planned Number of Food Trucks: _____

Truck Categories Needed:

- Savory / Main Food – Quantity: _____
- Dessert – Quantity: _____
- Drink / Beverage – Quantity: _____

Notes on menu variety or restrictions:

4. Payment Structure

Is this event:

- Prepaid (host pays)
- Self-pay (guests purchase directly)

If prepaid:

Budget per guest or total food budget:

If self-pay:

Will free food or drinks be offered elsewhere at the event?

- Yes No

If yes, explain:



5. Food Truck Fees (Organizer-Charged)

Will food trucks be charged a participation fee?

Yes No TBD

If yes, specify fee structure:

- Flat fee
- Percentage of sales
- Combination of flat fee + percentage

Fee amount or percentage:

What does the fee include? (check all that apply)

- Event marketing
- Utilities (power / water)
- Permits / city fees
- On-site coordination
- Reserved space / guaranteed placement
- Other: _____

When is the fee due?

6. Minimum Sales Guarantees

Will food trucks be offered a minimum sales guarantee?

Yes No TBD

If yes:

Guarantee amount: \$ _____

How will shortfalls be handled?

7. Utilities & Site Logistics**Power Available On-Site?** Yes No

If yes:

Power type / amps / outlets:

Water Access Available? Yes No**Trash Removal (determine who takes the trash)?** Yes No**Are generators allowed?** Yes No**Noise restrictions?** Yes No**Truck load-in time:** _____**Truck load-out time:** _____**Must Trailers Unhitch?** Yes No

Determine load-in times by the mix of trucks and trailers attending.

8. Layout & Crowd Flow

Truck placement description or sketch location (take into account the various lengths of truck(s) and trailer(s) (hitched/unhitched):

Will trucks be visible from main foot-traffic areas?

Yes No

Line management plan (space, barriers, flow):

Nearby seating or gathering space available?

Yes No

9. Permits & City Requirements

City / Municipality Requirements Confirmed?

Yes No In Progress

Does the city require a mobile vendor permit?

Yes No

Liability insurance requirements understood?

Yes No

Who is responsible for permits?

Event Organizer

Individual Food Trucks

Health / Fire / Safety requirements noted:

12. Final Pre-Event Confirmation

(Complete 1–2 weeks before event)

Trucks confirmed in writing? Yes No

Layout shared with trucks? Yes No

Permits approved? Yes No

Utilities confirmed? Yes No

Day-of contact person & phone:

Planner Notes



Have questions or want the Fifty5 Rivers BARge to participate in your event? Scan the QR Code to get in touch.

