

OUTDOOR EVENT VENDOR CHECKLIST

15 questions to confirm before food and beverage vendors arrive

EVENT: _____ DATE: _____ VENDOR: _____

SPACE & SETUP

- ☐ How much space do you need for your booth, vehicle, trailer or serving area?

- ☐ What equipment, tables, tents, signs or displays will you bring?

- ☐ How much time do you need for setup and teardown?

POWER, WATER & STORAGE

- ☐ Do you need electricity, and what voltage, amperage and outlets are required?

- ☐ Do you need access to potable water or a hose connection?

- ☐ Will you bring refrigeration, coolers or another safe cold-storage system?

FOOD SAFETY & DOCUMENTS

- ☐ Do you have the permits and approvals required for this event?

- ☐ Can you provide proof of insurance before the event date?

- ☐ How will food temperatures, handwashing and sanitation be managed?

DOCUMENTS RECEIVED

- ☐ Permit or approval
- ☐ Proof of insurance
- ☐ Menu and pricing
- ☐ Booth or vehicle dimensions

MENU & GUEST NEEDS

- ☐ What food and beverages will you sell, and at what prices?

- ☐ Which vegetarian, vegan, gluten-free or allergy-aware choices will be available?

- ☐ How will ingredients and potential allergens be clearly communicated to guests?

ARRIVAL & EVENT OPERATIONS

- ☐ What vehicle will arrive, and does it need to remain beside the booth?

- ☐ How will waste, grease, wastewater and packaging be collected and removed?

- ☐ Who is the onsite contact, and what is their mobile number?

NOTES & FOLLOW-UP

FOLLOW-UP COMPLETE: Name _____ Date _____

☐ Approved