**Food Truck Request Process**

**for FIU Departments and Guests**

* Department completes the **Food Truck Request Form** (<https://webforms.fiu.edu/view.php?id=3646773>) which will be routed to Dining Services as a notification for approval. All Food Truck activities on FIU campus whether give-away of food via truck, catering via truck or sales via truck is required to go through Dining Services for approval. A Request is NOT an Approval for Trucks.
* Dining Services will review the information and communicate decision results to the Department via email. In addition to the approval decision, Departments will receive the booking instructions and the current year FIU Food Truck Pool listing.

**UPON APPROVAL – DEPARTMENTS BOOK THE TRUCK**

* **STEP 1:** The Department contacts a truck(s) from the FIU Food Truck Pool or contact the Central Reservations Office (CRO) to assist with their overall event aspects.
* **STEP 2:** The Department will share the Food Truck Request Form with the food truck contact because all the information needed is there in writing. Review the document with the food truck and coordinate other logistical activities for the event.
* **STEP 3:** Upon confirmation of the truck, Department will complete the **Confirmation Food Truck Form** (<https://webforms.fiu.edu/view.php?id=3779925> ) which will notify Dining Services, Business Services, EHS Fire and Safety Officers, and FIU Police of the event. If CRO is used to coordinate the event, this step can be omitted (CRO already has this notification process built into their system)
* **STEP 4:** The Department will follow-up a few days prior to event to ensure that the truck will coordinate s activities for their event

**NOTE:** For large events with 5 or more trucks, it is highly recommended that CRO services is utilized for logistical and compliance purposes, and to ensure that your event is well planned for great experience for your guests. Dining Services may also be available to assist with coordination on a case-by-case basis.

The FIU Food Truck Pool is the authorized list to operate on campus through Dining Services for the academic year. Additional trucks will only be entertained for extenuating circumstances, on case by case basis.

This process will change slightly after automation and integration into the Central Reservations System.

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