Instructions
This form is to be completed by a KSU employee organizing a food truck event to request a prior approval of the food truck from the Environmental Health and Safety Department. A complete request for approval must be submitted to ehs@kennesaw.edu at least 10 business days before the event.

Event Information

<table>
<thead>
<tr>
<th>Food Truck Event Name</th>
<th>Event Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Organizer</td>
<td>Organizer’s Phone</td>
</tr>
<tr>
<td>Event Date</td>
<td>Set up Time</td>
</tr>
<tr>
<td>Event Begin Time</td>
<td>Event End Time</td>
</tr>
<tr>
<td>Food Truck Vendor Name</td>
<td>Vendor’s Phone</td>
</tr>
<tr>
<td>Vendor’s Address</td>
<td>Vendor Email</td>
</tr>
</tbody>
</table>

Mark all that apply:

- The food truck is currently permitted to operate in Cobb County.
- Food truck will only serve packaged food that has been prepared at the vendor’s base of operation.
- Food truck will not cook; only reheats commercially precooked ingredients.
- Food truck will provide food cooked on site and truck has solid fuel (wood, charcoal, other solid fuel) and or propane powered cooking appliances.
- The vendor has provided food truck services to KSU in the past.

Attached Documents

- [ ] Mobile Food Permit
- [ ] COI
- [ ] Health Department Inspection report

Notes:

EHS Review Outcome

- [ ] Approved
- [ ] Approved with Condition
- [ ] Not Approved

Review Conducted by: _____________________________ Date/Time: _____________________________

EHS Personnel’s Signature: _____________________________ Date/Time: _____________________________