YOUR  
LOGO

**COMPANY NAME**

FOOD TRUCK FESTIVAL COORDINATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to coordinate your upcoming Food Truck Festival. We specialize in managing large-scale public events that celebrate culinary diversity, drive community engagement, and ensure seamless logistics.  
  
This proposal outlines our approach to coordinating [Client Company Name]'s food truck festival.

# Project Objectives

The primary goals are:  
  
- Organize a vibrant and well-managed food truck festival  
- Ensure smooth operations and positive attendee experience  
- Support vendor coordination, permits, and compliance  
- Drive foot traffic and community engagement

# Proposed Services

Our food truck festival coordination services include:  
  
- Venue selection and site logistics  
- Food truck vendor recruitment and management  
- Permit acquisition and regulatory compliance  
- Event layout design and infrastructure setup  
- Entertainment, stage, and programming management  
- Marketing support and promotional activities  
- On-site event coordination and troubleshooting

# Scope of Work

Scope of services includes:  
  
- Initial consultation and event planning  
- Vendor and supplier coordination  
- Operations and logistics management  
- Health and safety planning  
- Live event execution and post-event debrief

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Coordination | Venue booking, vendor recruitment, permit acquisition | [Start Date] |
| Logistics & Marketing | Layout design, promotions, infrastructure setup | [Date] |
| Event Execution | On-site management and live coordination | [Event Dates] |
| Post-Event Review | Debrief and reporting | [Completion Date] |

# Pricing

Estimated cost breakdown for festival coordination services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Venue & Infrastructure | Site logistics, equipment, utilities | [Amount] |
| Vendor Coordination | Recruitment and management of food trucks | [Amount] |
| Marketing & Promotion | Advertising, social media, community outreach | [Amount] |
| Event Staffing & Management | On-site support, operations, safety compliance | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] has extensive experience organizing successful food festivals and community events.  
  
- Experience: [X] years in event production and festival management  
- Expertise: Vendor coordination, public event logistics, community engagement  
- Mission: To create enjoyable, hassle-free events that celebrate local culture and cuisine

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Regional food truck festival with 30 vendors  
- Outcome: Over 10,000 attendees, positive media coverage, and vendor satisfaction  
  
Testimonial:  
“[Your Company Name] delivered an outstanding event that was both fun and flawlessly managed.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Confidentiality: All event details and vendor agreements are confidential.  
Client Responsibilities: Provide approvals for vendors, permits, and marketing materials.  
Rescheduling: Subject to vendor and venue availability with [X] days’ notice.

# Acceptance

To approve this food truck festival coordination proposal and initiate planning, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_