Venue planning checklist

Good food. Solid planning. Use this guide with your venue and confirm the final service plan with Paddy Wagon.

- [ ] Approve the location
  Confirm that your venue permits the planned food service. Share the address, proposed serving location, site rules and any event-specific permit requirements.

- [ ] Make room for the truck
  Provide a firm, level parking area, a clear approach and room to turn. Confirm the assigned truck's dimensions, overhead clearance and service-side space with our team; do not rely on a generic footprint.

- [ ] Confirm power & equipment
  Our food trucks carry onboard power and water. Staffed table catering, drop-off service and unusual venue requirements need their own setup plan. Discuss generator restrictions in advance.

- [ ] Protect the guest flow
  Plan a safe line and an accessible route to the food. Keep emergency access, entrances and traffic lanes clear. Flag guests who may need help ordering or collecting meals.

- [ ] Agree on the timeline
  Share service times, venue access windows and an on-site contact. Arrival and setup depend on the service format; confirm the final timeline with Paddy Wagon.

- [ ] Cover weather & cleanup
  Discuss the weather backup plan, general guest trash and any tables, seating or rentals. Your proposal or catering agreement defines the responsibilities for your event.

Send with your request: Event date, service times, venue address, estimated guest count, on-site contact, any photos/site map, insurance requirements and paperwork deadline.

Before you finalize: Confirm the assigned unit, clearances and setup. This guide does not approve a site or reserve a date. Your proposal or catering agreement governs event details.