

EVENTS WITH VENDORS CHECKLIST

(School events that take place before or after school hours with vendors need to follow this checklist)

COMPLETED PACKETS MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT.

INCOMPLETE PACKETS WILL BE RETURNED AND NOT PROCESSED.

- Schedule your event on Facilitron AND obtain a reservation number.
- Have each vendor participating in your event complete the **APPLICATION FOR VENDOR PARTICIPATION**. (be sure your Facilitron reservation number is on the vendor application)
- Collect from each vendor a copy of their **certificate of liability and the additional insured endorsement**.
- Food vendors must also provide copies of their **business license, and health permit** in addition to their insurance documents.
- Once you have collected all documents have each APPLICATION FOR VENDOR PARTICIPATION signed by your administrator.
- Email the **completed packet** to schoolfacilities@egusd.net with the subject "VENDOR APPLICATION PACKET".
- Once everything has been reviewed and approved your packet will be saved by Facilities Use to your reservation in Facilitron and sent back to you.
- If you have any questions, please contact Facilities Use at schoolfacilities@egusd.net