



**INFORMATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT  
EVENT COORDINATOR - CHECKLIST**

**Event Coordinator Quick Reference Checklist**

Event Coordinator Responsibilities: The Event Coordinator (EC) or designated responsible person should be available on site at all times during the special event. The EC is responsible for sanitation support services and coordination of food operations. The following checklist will help the EC prepare for a successful event.

**Support services responsibilities include, but are not limited to:**

**Water Supply:**

- Notify all food vendors in advance if and where potable water will be available at the event.
- Hoses connected to potable water sources must be food grade and have proper backflow prevention devices.

**Waste Water:**

- Instruct vendors that all waste water must be discharged to a sanitary sewer or designated collection device. The dumping of waste water into a storm drain, or directly onto the ground, is strictly prohibited.

**Solid Waste: Provide for the removal of trash during event activities and at the conclusion of the event.**

- Provide an adequate number of leak-proof trash receptacles in the common areas.
- Empty as often as necessary to prevent excessive accumulation of solid waste.
- Promote Recycling.

**Restroom Facilities:**

- Provide an adequate number of toilet facilities, stocked with toilet tissue at all times, and properly maintain for the duration of the special event.
- Hand wash sinks: Provide at all restroom areas utilized by food handlers, including all non-sewered toilet areas. Portable units must have at least one hand washing sink for each group of toilets.
- Provide portable hand washing sinks with potable running water that drains to an enclosed waste water tank.
- Provide liquid hand soap in a pump dispenser and single-use paper towels dispensed in a sanitary manner at each hand washing area.
- Hand sanitizer dispensers may be utilized at non-sewered toilet areas used by the public, but ARE NOT A SUBSTITUTE for proper hand washing or hand washing facilities at restrooms used by food handlers.
- If there is an animal attraction, a hand washing station shall be set up at the access point to the venue, equipped with soap and paper towels as noted above.

**Lighting:**

- Provide at least 20 foot-candles of light after dusk in all common areas.

**Other Support Services:**

- Power supply to establishments that use electrical or mechanical means to hold food at safe temperatures.
- Central refrigeration services available for vendor use: If provided, refrigeration equipment shall maintain food at proper temperature.
- If there is an animal attraction, it must not create nuisances, odors, or fly problems that impact foodservice operations and must be located at least 20 feet away from food booths.