



WHATCOM COUNTY HEALTH DEPARTMENT

# Temporary Food Event Coordinator's Checklist

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**\*\* Return to the Health Department Thirty (30) days before Event \*\***

Name of event \_\_\_\_\_ Date of event \_\_\_\_\_

Describe event location \_\_\_\_\_

Event Setup Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Names of event coordinator(s) responsible for food booths:

| <u>Name</u> | <u>Address</u> | <u>Phone #(Work/Home)</u> | <u>Email</u> |
|-------------|----------------|---------------------------|--------------|
| a. _____    | _____          | _____                     | _____        |
| b. _____    | _____          | _____                     | _____        |

| <u>Event Date</u> | <u>Set Up Time</u> | <u>Start Time</u> | <u>End Time</u> |
|-------------------|--------------------|-------------------|-----------------|
| _____             | _____              | _____             | _____           |
| _____             | _____              | _____             | _____           |
| _____             | _____              | _____             | _____           |
| _____             | _____              | _____             | _____           |

Number of anticipated food booths \_\_\_\_\_

Names, addresses and phone number of food booth participants. **Please list on other side or attach separate sheet.**

**Attach a map of the event indicating the following:**

- Food booth locations
- Restroom facilities (For public and food workers)
  - Food worker restrooms must be 200 ft of food booths with mechanical hot water.
  - Stock handwashing stations with soap, water, paper towels, and garbage cans.
- Animal booths (Example petting zoo, pony rides, animals for sale, etc)

Describe available restroom facilities for **food service workers**. Flush toilets and hot and cold running water are required. (NO PORTABLE TOILETS).

\_\_\_\_\_  
\_\_\_\_\_

Who will be supplying portable toilets for the public? \_\_\_\_\_

(Portable toilets are sufficient for public patronage, but not food workers.)

Will electricity be provided to the food booths? Yes  No  If yes, describe: \_\_\_\_\_

\_\_\_\_\_

