



CITY OF RACINE, WISCONSIN

PUBLIC HEALTH DEPARTMENT

Serving the City of Racine and the Villages of Wind Point & Elmwood Park

EVENT COORDINATOR'S CHECKLIST FOR TEMPORARY EVENTS

RACINE HEALTH DEPARTMENT
730 WASHINGTON AVE. RM. 1

RACINE, WI 53403

Ph.(262) 636-9203 Fax (262) 636-9165

www.cityofracine.org

By providing the following information, you will assist in identifying potential safety and health concerns that may occur during your event. Addressing these issues in advance will provide the opportunity for a successful operation.

Each food service vendor for your event must hand in an " *Application for Temporary Food Service Permit*". Please be aware that the application must be returned at least **two (2) weeks before the event or late fees will apply to the vendor. More late fees will apply if the application is returned less than 48 hours before the event.**

THIS CHECKLIST MUST BE RETURNED TO THE HEALTH DEPARTMENT THIRTY (30) DAYS BEFORE THE EVENT.

ATTENTION! THE HEALTH DEPARTMENT MAY LIMIT OR MODIFY THE NATURE OF THE FOOD SERVICE BOOTHS OR THE TYPE OF FOOD BEING SERVED TO PROTECT THE HEALTH AND SAFETY OF THE GENERAL PUBLIC.

1. EVENT NAME _____ DATE(S) OF EVENT _____

2. EVENT LOCATION _____
Attach a layout or map of the event – This must be provided in a timely fashion

3. NUMBER OF FOOD VENDORS _____

4. EVENT COORDINATOR(S)/RESPONSIBLE PERSON(S)

a) _____
NAME ADDRESS PHONE # ROLE

b) _____
NAME ADDRESS PHONE # ROLE

c) _____
NAME ADDRESS PHONE # ROLE

5. NUMBER OF FOOD SERVICE VENDOR'S _____

Attach a list of vendors including names, addresses, phone numbers and food being served limiting items to 2 entrees and 2 sides and a map of the location of food vendors.

6. SCHEDULED MEETINGS WITH FOOD SERVICE VENDORS

a) _____
DATE LOCATION TIME

b) _____
DATE LOCATION TIME

7. DATE & TIME OF INITIAL (FIRST DAY) SET-UP _____

8. HOW WILL THE WATER SUPPLY BE PROVIDED TO FOOD VENDORS?

9. HOW WILL WASTEWATER BE DISPOSED FROM THE FOOD VENDORS?

10. HOW WILL SOLID WASTE COLLECTION AND REMOVAL BE TAKEN CARE OF AT THE EVENT?

11. WILL ANY ANIMALS BE HOUSED AT THE EVENT? Circle one YES NO

THE VENDORS FOR THE EVENT MUST BE ON YOUR LIST AND THEY MUST HAVE APPLIED FOR AND PAID FOR THE TEMPORARY FOOD PERMIT. OTHER VENDORS WILL NOT BE ALLOWED TO SERVE FOOD.

I UNDERSTAND THAT IF ALL REQUIREMENTS ARE NOT MET BY THE FOOD VENDOR AT TIME OF INSPECTION, A PERMIT MAY NOT BE ISSUED.

EVENT COORDINATOR SIGNATURE

DATE