



## Event Coordinator Checklist for Tasting Events

In addition to event coordinator (EC) responsibilities at special events, an EC for a tasting event must ensure the tasting booths are properly equipped and set up before workers handle open food/beverage samples. Failure to set up properly may result in denial of the health permit to operate, closure of a booth that is not properly equipped or limiting the types of foods that may be served.

To plan for adequate facility set up the EC needs to know the following information:

### **Tasting Booth Preparation:**

- What food will be served at each booth?
- Will the food be prepared onsite at the event or offsite at a permitted kitchen?
- If prepared offsite, from where and how will the food be transported to the host site so it is protected from contamination and temperature abuse?
- Will 'Time as a Control' be used for any food products?
  - If yes, the booth operator must have a written procedure onsite and have foods properly date/time stamped.
- What will the electrical needs be for each of the sampling booths to accommodate hot and cold holding, portable hand washing sink and lighting needs?
  - This needs to be evaluated and ready before the food arrives.
  - Adequate power supply must be provided to ensure no overloaded circuits.
- Will the booth operator or the host site provide hand washing stations (with 90-110°F water, soap, paper towels, catch bucket, garbage can)?
  - The hand washing sink must be set up before any open food handling, located within 10 feet of and readily accessible to all open food service areas.
- Will sanitizer be provided by the operator or by the host site?
  - This also must be set up before any open food handling.
  - Who will provide test strips to ensure proper sanitizer concentration?
- Will the booth operator or the host site provide hot/cold holding equipment to hold food during the event?
  - These units must be maintaining proper temperature before use, e.g. hot holding equipment maintaining a temperature of 135°F or above and cold holding equipment maintaining a temperature of 41°F or below before placing food into the units.
- Will reheating for hot holding of foods be available during the show?
  - Will the host site or booth operator provide facilities/equipment for this?
- Will the operator have an adequate amount of clean utensils to replace dirty utensils at least every four hours, or will there be ware washing facilities (three-compartment sink) available for cleaning and sanitizing utensils?



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- How will no bare hand contact with ready-to-eat food be assured (e.g., gloves/utensils)?
- How will sample foods be protected from contamination by the public (e.g., sneeze guards, individual portions, servers/attendants)?
- What consumer notices (e.g. raw or undercooked foods advisory, alcohol pregnancy warning signs, etc.) are needed at the sampling booth?
- Do booth operators know where a potable supply of water can be obtained, or if they are to provide their own potable water (if potable water will not be provided)?
- Do operators know where to dispose waste water?
- Is ice going to be used at the show?
  - Will the host site provide ice?
  - Where and how will ice be stored to prevent contamination?

### Event Support:

- Are there enough restrooms (hard plumbed or port-a-potties) properly stocked with toilet tissue?
- Is there at least one handwashing sink for each group of toilets?
  - Hand sanitizer can be used in conjunction with hand washing, but hand sanitizer cannot be used as a substitute for hand washing for food handlers.
- Will animal attractions be held at the event?
  - See 2010 Regulations sections 2-403.11, 6-501.21, 15-205.15(G), 15-205.19, and 15-304.20(F) regarding animals.

**Note:** For food handlers, hand washing occurs twice after using the restroom: hand washing must first take place at the restroom and second when food handler returns to the booth.

Effective communication and planning before the event between the EC and the booth operators, as well as between the EC and the health district inspector will ensure safe food for the patrons attending the tasting event.