

Event Coordinator Quick Reference Checklist



Event Coordinator Responsibilities: The Event Coordinator (EC) or designated responsible person shall be available on site at all times during the special event. This individual is responsible for sanitation **support services** and **coordination of food operations** as specified in [Chapter 15](#) and [Appendix I](#) of the 2010 SNHD *Regulations Governing the Sanitation of Food Establishments*. The following checklist will help the EC prepare for a successful event.

Support services responsibilities include, but are not limited to:

___ **Water Supply:**

1. Notify all food vendors in advance if and where potable water will be available at the event.
2. 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.

1. Provide an adequate number of leak-proof trash receptacles in the common areas.
2. Empty as often as necessary to prevent excessive accumulation of solid waste.
3. Promote Recycling. A resource recovery plan is required for events where attendance exceeds 5,000 people per day.

___ **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 Washing Sinks:** Provide at all restroom areas utilized by food handlers, including all non-sewered toilet areas. Must have at least one handwashing sink for each group of toilet facilities.

1. Provide portable hand washing sinks with potable running water that drains to an enclosed waste water tank.
2. Provide liquid hand soap in a pump dispenser and single-use paper towels dispensed in a sanitary manner at each hand washing area.
3. 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.
4. 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:** Depending upon the type of special event, support services provided to food vendors may include:

1. Power supply to establishments that use electrical or mechanical means to hold food at safe temperatures.
2. Central refrigeration services available for vendor use. If provided, refrigeration equipment shall maintain food at proper temperature.
3. Common ware washing facilities: A three-compartment sink is required at an event exceeding 3 days duration. Such ware washing areas shall have hot (minimum of 110°F±2°) and cold running potable water, and shall drain to an approved method of waste disposal.

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 50 feet away from food booths.

Coordination of Food Operations:

The EC is responsible for listing **all** food vendors, including temporary food establishments, annual itinerants, and mobile vendors (now included in the EC vendor count) on the application and providing updates to the health authority as needed, including a map for larger events. At **tasting events and trade shows**, the EC is responsible for ensuring all booths are properly set up/ready for inspection by the set-up time specified on the application, including assuring all open food/beverage operations have proper hand washing and sanitizing capability. (See the [Temporary Food Establishment Checklist](#) for proper booth set-up)

Contact the assigned SNHD representative in advance of the event if you have any questions.