

5/21/14

## **Event Coordinator Questionnaire:** *Please answer and return to Inspector*

What is the Date and Time of the event?

Who will be the contact person the day of the event for inspection issues?

What type of event is planned- is it food only? Will there be alcohol sales (individual or ticketed sales)- wine, beer, mixed drinks? All food and/or drink stands shall obtain temporary food licenses.

How many food/drink vendors will there be?

Do the vendors have licensed establishments (restaurants or mobile food units) in the State of Iowa, where they can prepare food ahead of time for the event, or will they be operating with only a Temporary Food License? (Which means all food must be prepared, cooked, and served on site the day of the event.)

How many people (visitors) are you expecting to attend the event?

Will the event supply anything for the food vendor stands such as tents or other overhead protection, signage, water, ice, refrigerated trailers, ware washing facilities, etc.? Who is the contact person during set up or in the event of an equipment malfunction?

When will the food vendors be allowed to enter the event area and start set up and food preparation? When will they be required to be set up and open for business?

Is there a Vendor Meeting scheduled? If so, when?

Have you received a copy of the Temporary Food License Rules and Regulations?

Have you received a copy of the Temporary Food License Application and Temporary Handwashing set up to supply to vendors?

### **Please supply the following:** *at least 1 week prior to the event*

1. A complete list of food/drink vendors with contact information- phone numbers and e-mail.
2. A site plan layout which include:
  - Vendor locations
  - Water supply locations
  - Electrical supply locations
  - Restrooms and hand washing set ups (for restrooms)
  - Refuse disposal location
  - Waste water disposal location
  - Refrigerated trailer location (if provided by the event)
  - Location of shared ware washing (if provided by the event)