



**KCMO HEALTH DEPARTMENT
ENVIRONMENTAL PUBLIC HEALTH PROGRAM**

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Public Health

TEMPORARY EVENT COORDINATOR CHECKLIST

Part 1: Requirements

The Event Coordinator is the Health Department's primary contact for the event. The Event Coordinator is responsible for the following:

- Schedule a meeting with the Health Department to review food safety requirements and permitting requirements for vendors.
- Provide the Health Department a list of all participating vendors and a map depicting locations of food service booths.
- Ensure that all vendors who are preparing, assembling, and/or serving food have obtained an application for a Temporary Food Permit (this includes beverage vendors pouring drinks or adding ice to cups).
- Ensure that vendors are prepared, equipped and all requirements are met at least one hour prior to the start of the event to ensure start time of the event is not delayed.

* It is recommended that all application forms and processing fees to be completed and submitted at least 14 days prior to the event. If submitted after the 14 days period permit fee will gradually increase.

Part 2: Recommendations

To ensure that vendors meet the necessary requirements to obtain their permits and ensure a clean and sanitary environment, the Event Coordinator is recommended to monitor the following items:

- Hand washing facilities (equipped with soap & disposable towels) provided for vendors.
- Sanitizing solution buckets and test strips are provided for vendors.
- Covered trash receptacles are provided for vendors.
- Enclosed tents/screens are provided for outside events (if any food prep or assembly is on site).
- For events lasting two or more days, the KCMO Health Department requires: (1) Potable hot/cold running water under pressure, and (2) Three Compartment Sink with drain boards.

* *Individual vendors are ultimately responsible for meeting all food safety requirements.*

* *The event coordinator is responsible for ensuring that all NON-permitted vendors or vendors that do NOT meet food code requirements are NOT allowed to serve or operate at the event.*