



Coordinator's Checklist for Temporary Food Service

**Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety & Sanitation**

By providing the following information, you will assist in identifying potential public health problems that might occur during your event. Solving these problems in advance will provide the opportunity for a successful and smooth operation. Return this Checklist to the nearest DEC office thirty (30) days before your event. Please notify the food booth participants that the **Temporary Food Service Application must be received** no later than **thirty days prior to the event.**

Name of Event	Dates of Event	Expected Number of Patrons	Expected Peak Days
Location of Event	City	Number of food booths	Time of Event Setup
Describe Event Location		Email	
Name of Coordinator	Telephone	Fax	
Address	City	State	Zip

1. Event coordinators/responsible individuals:

	Name	Address	City/State/Zip	Phone numbers (work or home & cell)
a.				
b.				
c.				
d.				

2. Scheduled meetings with food booth participants:

	Date	Time	Location
a.			
b.			
c.			

3. Describe proposed restroom facilities (type, number, location): _____

4. Will electricity be provided to the food booths? Yes No

5. Describe potable water supply: _____

6. Describe wastewater disposal system: _____

7. Describe garbage disposal: _____

Signature

Title

Date