

## Iowa Department of inspections, Appeals and Licensing

### Event Coordinator Questionnaire

Event Information	
Event Name:	
Name of the Primary Organization Sponsoring the Event:	
Type of organization(s) sponsoring the event:	<input type="checkbox"/> Civic Organization <input type="checkbox"/> Business Organization <input type="checkbox"/> Educational Organization <input type="checkbox"/> Government Organization <input type="checkbox"/> Community Organization <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Athletic Contest
Event Location:	
Address:	
City:	
County:	
Start Date of Event:	
End Date of Event:	
Time of Event:	
Time Vendors are allowed to enter the event grounds and begin food stand set up:	
Anticipated Maximum Attendance at Peak Time:	
Event Organizer's Name:	
Event Organizer's Cell Phone:	
Event Organizer's Email:	
Secondary Person In Charge of Event:	
Title of secondary person in charge:	
Secondary Person in Charge Cell Phone Number:	
Event will occur regardless of the weather conditions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total number of food vendors participating in the event (including beverages):  If an event has more than 10 "Temporary Food" Vendors, an <a href="#">Event Registration Application is required.</a>	
Has the Event Coordinator read and understood the <a href="#">Temporary Food Operation Guide</a> for vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Event hold a Vendor meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered no, please explain. If you answered yes, please indicate date and time of meeting. If date and time are unknown, indicate unknown.	
Menu Items	
Are vendor menus approved by Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a beverage tent at the event? (Beverages are "Food" and must be licensed as a Temporary Food Establishment)	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Vendor Booths</b>	
Are Booths provided to Vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Booth overhead covering:	<input type="checkbox"/> NA <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
<b>Food Vendor Ware Washing</b>	
Are Food Vendor warewashing stations provided by Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of utensil washing provided by Event:	<input type="checkbox"/> NA <input type="checkbox"/> Three Basin Setup <input type="checkbox"/> Shared Three Compartment Sink <input type="checkbox"/> Dish Machine
Type of sanitizer provided by Event:	<input type="checkbox"/> NA <input type="checkbox"/> Chlorine (such as non-scented bleach) <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Other _____
Are Test strips provided by Event? (Test strips are required if vendors use sanitizer on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Food Vendor Handwashing Facilities</b>	
Are Food Vendor handwashing stations provided by Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of handwashing facility provided by Event  Handwashing stations are required in each food stand and are required to be set up prior to food preparation.	<input type="checkbox"/> Gravity Fed Water with Spigot and Bucket <input type="checkbox"/> Self-Contained Portable Unit (each stand) <input type="checkbox"/> Plumbed with Hot and Cold Water Under Pressure
<b>Vendor Food Storage</b>	
Is a refrigerated truck/trailer provided for food Vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who is responsible for monitoring temperatures in the truck?	<input type="checkbox"/> Event Person in Charge, Name: _____ <input type="checkbox"/> Food Vendors
Are any other food storage or supply areas provided for food vendors?	<input type="checkbox"/> Yes      Location: _____ <input type="checkbox"/> No
<b>Potable Water Supply</b>	
Is Potable water provided to Vendors? (Potable water is water that is safe to drink or use in food preparation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source of Water:	<input type="checkbox"/> NA <input type="checkbox"/> Public <input type="checkbox"/> Non-Public (Results of most recent test must be submitted)
Is Ice available/provided for Vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Toilet Facilities for Food Employees</b>	
Are toilet facilities for Food Employees provided by the event? (Food employees may use public toilet facilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of toilet facilities that will be provided based on local building codes:	

<b>Electrical Supply</b>	
Electrical supply provided to Vendors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of electrical supply provided	<input type="checkbox"/> Generator <input type="checkbox"/> Power Hook Up <input type="checkbox"/> No Power Provided <input type="checkbox"/> Other _____
<b>Refuse Removal</b>	
Is trash removal provided for food vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Frequency of trash removal:	
Is liquid waste removal provided for food vendors? (Liquid waste = grease or waste water)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how liquid waste will be disposed of: Enter N/A if no liquid waste.	
Frequency of liquid waste removal:	
<b>Additional Information</b>	
Items to be supplied to Inspector prior to the Event: (attach to this questionnaire)	
1. A complete list of food/drink vendors with contact information- phone numbers and e-mail.	
2. A site plan layout which include: <ul style="list-style-type: none"> <li>• Vendor locations</li> <li>• Water supply locations</li> <li>• Electrical supply locations</li> <li>• Restrooms and hand washing set ups (for restrooms)</li> <li>• Refuse disposal location</li> <li>• Waste water disposal location</li> <li>• Refrigerated trailer location (if provided by the event)</li> <li>• Location of shared ware washing (if provided by the event)</li> </ul>	
<b>Will the Event be providing any food or beverages (Including alcohol)?</b>	<input type="checkbox"/> Yes (an additional Temporary Food License may be required) <input type="checkbox"/> No