

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:	☐ Civic Organization ☐ Business Organization ☐ Educational Organization ☐ Government Organization ☐ Community Organization ☐ Veteran's Organization ☐ 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:	☐ Yes ☐ No
Total number of food vendors participating in the event (including beverages):	
If an event has more than 10 "Temporary Food" Vendors, an Event Registration Application is required .	
Has the Event Coordinator read and understood the Temporary Food Operation Guide for vendors:	☐ Yes ☐ No
Will the Event hold a Vendor meeting?	☐ Yes ☐ 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?	☐ Yes ☐ No
Will there be a beverage tent at the event? (Beverages are "Food" and must be licensed as a Temporary Food Establishment)	☐ Yes ☐ No

Vendor Booths

Are Booths provided to Vendors?	☐ Yes ☐ No
Booth overhead covering:	☐ NA ☐ Canvas ☐ Wood ☐ Other _____

Food Vendor Ware Washing

Are Food Vendor warewashing stations provided by Event?	☐ Yes ☐ No
Type of utensil washing provided by Event:	☐ NA ☐ Three Basin Setup ☐ Shared Three Compartment Sink ☐ Dish Machine
Type of sanitizer provided by Event:	☐ NA ☐ Chlorine (such as non-scented bleach) ☐ Quaternary Ammonium ☐ Other _____
Are Test strips provided by Event? (Test strips are required if vendors use sanitizer on site)	☐ Yes ☐ No

Food Vendor Handwashing Facilities

Are Food Vendor handwashing stations provided by Event?	☐ Yes ☐ No
Type of handwashing facility provided by Event	☐ Gravity Fed Water with Spigot and Bucket ☐ Self-Contained Portable Unit (each stand) ☐ Plumbed with Hot and Cold Water Under Pressure
Handwashing stations are required in each food stand and are required to be set up prior to food preparation.	

Vendor Food Storage

Is a refrigerated truck/trailer provided for food Vendors?	☐ Yes ☐ No
Who is responsible for monitoring temperatures in the truck?	☐ Event Person in Charge, Name: _____ ☐ Food Vendors
Are any other food storage or supply areas provided for food vendors?	☐ Yes Location: _____ ☐ No

Potable Water Supply

Is Potable water provided to Vendors? (Potable water is water that is safe to drink or use in food preparation)	☐ Yes ☐ No
Source of Water:	☐ NA ☐ Public ☐ Non-Public (Results of most recent test must be submitted)
Is Ice available/provided for Vendors?	☐ Yes ☐ No

Toilet Facilities for Food Employees

Are toilet facilities for Food Employees provided by the event? (Food employees may use public toilet facilities)	☐ Yes ☐ No
Number of toilet facilities that will be provided based on local building codes:	

Electrical Supply

Electrical supply provided to Vendors	☐ Yes ☐ No
Type of electrical supply provided	☐ Generator ☐ Power Hook Up ☐ No Power Provided ☐ Other _____

Refuse Removal

Is trash removal provided for food vendors?	☐ Yes ☐ No
Frequency of trash removal:	
Is liquid waste removal provided for food vendors? (Liquid waste = grease or waste water)	☐ Yes ☐ No
Describe how liquid waste will be disposed of: Enter N/A if no liquid waste.	
Frequency of liquid waste removal:	

Additional Information

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: • 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)	
Will the Event be providing any food or beverages (Including alcohol)?	☐ Yes (an additional Temporary Food License may be required) ☐ No