

Event Coordinator (EC) Checklist for Traditional Events

The EC, or designated person-in-charge, must be available on site at all times during the special event. This individual is responsible for sanitation **support services** and **coordination of food operations** as specified in Chapter 14 of the SNHD 2023 *Food Regulations*. The following checklist will help the EC prepare for a successful event.

Support service responsibilities, include but are not limited to:

- ___ **Water Supply:**
 - Notify all food vendors in advance if and where potable water will be available at the event. Verify with the site owner that any water sources made available to food vendors are potable.
 - Ensure hoses connected to potable water sources are food grade and have proper backflow prevention devices.
- ___ **Wastewater:**
 - Instruct vendors that wastewater must be discharged to a sanitary sewer or designated holding tank. The dumping of wastewater into a storm drain, or directly onto the ground, is strictly prohibited.
 - Ensure non-potable water connections and containers are labeled.
- ___ **Solid Waste:** Provide for the removal of trash during and at the conclusion of the event.
 - Provide an adequate number of leak-proof trash receptacles in the common areas. Empty as often as necessary to prevent excessive accumulation of solid waste.
 - Implement a resource recovery plan if attendance exceeds 5,000 persons per day.
- ___ **Restroom Facilities:** Provide an adequate number of toilet facilities, at least 50 feet away from food operations, stocked with toilet tissue, and properly maintained for the duration of the event.
- ___ **Handwashing Sinks:** Provide at least one handwashing sink for each group of five toilets, the handwashing sink must:
 - Have potable running water that drains to an enclosed wastewater tank.
 - Be maintained and stocked with liquid hand soap in a pump dispenser, single-use paper towels dispensed in a sanitary manner, and a waste receptacle.
- ___ **Other Support Services:** Depending upon the type of event, required support services may also include:
 - Adequate lighting in all common areas after dusk.
 - Power supply to equipment used to hold food at safe temperatures.
 - Central refrigeration services for food vendors. If provided, refrigeration equipment must maintain food at 41°F or below for the duration of the event.
 - A three-compartment sink is required if the event exceeds 3 days. Such warewashing areas must have hot (minimum of 110°F) and cold running potable water and drain to an approved method of waste disposal.
 - **Animal attractions** must not create nuisances, odors, or pest problems that impact food service operations and must be located at least 50 feet away from any food operation. A properly stocked handwashing station for customer use must be set up at the exit to the attraction.

Coordination of Food Operations:

The EC must submit a complete application and provide updates as needed, including:

- A list of **all** food vendors, including temporary food establishments, annual itinerants, cottage food operators, and mobile vendors. A final list must be provided to SNHD at least 3 business days prior to the event.
 - Any unpermitted food vendors must not be allowed to operate at the special event.
- A **site map** including locations of all food vendors, toilet/handwashing facilities, trash receptacles, parking, lighting, electrical access, and support service areas.
- For events with 100+ vendors, requests for alternate booth sizes must be submitted at least 30 days prior to the start date of the event.