

Event Coordinator (EC) Checklist for Tasting Events

In addition to EC responsibilities at special events, an EC for a tasting event must ensure the tasting booths are properly equipped and set up **before** workers handle any open food or beverages. Failure to set up properly may result in denial of the health permit to operate, closure of a booth that is not properly equipped, or limiting the types of foods that may be served. All booths must comply with the requirements of the SNHD 2023 *Food Regulations*.

Tasting Booth Preparation:

- Provide menu information for each tasting booth.
- Indicate if food will be prepared onsite at the event or offsite at a permitted food establishment. If prepared offsite:
 - Written approval from the permitted food establishment must be available at all times.
 - Food must be protected from contamination and temperature abuse during transport.
- Indicate if 'Time as a Public Health Control' will be used for any foods.
 - The booth operator must have a written procedure onsite and ensure foods are properly time labeled.
- Ensure the electrical needs for each tasting booth are met before the food arrives to accommodate hot and cold holding, portable handwashing sink, and lighting needs.
 - Hot/cold holding units must maintain temperature at $\geq 135^{\circ}\text{F}$ or $\leq 41^{\circ}\text{F}$ before placing food inside.
- Ensure handwashing stations are provided for each tasting booth.
 - A portable or gravity fed handwashing sink that provides a hands-free continuous flow of warm water (minimum 100°F) must be located within 10 feet of the booth.
 - The sink must have a minimum 5-gallon supply of potable water, a wastewater catch container that is 15% bigger, and be stocked with liquid soap, disposable paper towels, and a trash can.
 - Hot water must NOT be too hot to wash hands.
 - There must be NO bare hand contact with any ready-to-eat foods.
 - Glove use and hand sanitizers DO NOT substitute for handwashing.
- Provide food contact surface sanitizer at the proper concentration with the appropriate test strips.
- Ensure there is an adequate amount of clean utensils to replace dirty utensils at least every four hours, or that warewashing facilities (3-compartment sink) are available for cleaning and sanitizing utensils.
- Protect sample food/beverage from contamination by the public (e.g., provide food shield, individual portions).
- Ensure any required signage is provided (e.g., consumer advisory of raw/undercooked animal products, alcohol pregnancy warning signs if serving liquor).
- Inform booth operators where to access potable water or if they must provide their own.
- Inform booth operators where to dispose of wastewater.

Event Support:

- 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.
- 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.
- **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.

Effective communication and planning before the event between the EC and the tasting booth operators, as well as between the EC and the SNHD inspector, will ensure safe food for the patrons attending the tasting event.