

**TEMPORARY FOOD SERVICE EVENT  
NOTIFICATION FORM**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Types of food or beverage to be served:

Food Source:

Location of advanced food preparation:

How will food be transported to event location?

Method of keeping food hot and/or cold at event site:

Method of cooking food at the location:

How will food be protected from dust, insects, flies, coughs, sneezes?

How will you provide adequate facilities and supplies for hand washing?

**No food preparation for this event shall be done in private homes.**