



Temporary Food Service License Information Sheet

Please complete this form in as much detail as possible.

1. Event:

A. Name of Event: _____

B. Location/Directions:

C. Date(s): _____

D. Sponsoring Organization: _____

2. Person In Charge of the Food Service Operation:

This person must have acceptable knowledge of proper food safety procedures

A. Name: _____

B. Telephone: _____

3. Food:

A. List ALL menu items:

B. Where will items be purchased? Must be from an approved source.

Local Grocery Store: _____

Other Supplier: _____

C. Where will these items be prepared? NO home prepared foods or ice.

On location the day of the event

At a licensed food service operation. Location: _____

Other: _____

4. Food Protection:

A. How will the food be kept cold (41°F or lower) at the event and during transportation to the event?

Mechanical refrigeration

Cooler chests

Other (specify) _____

***Mechanical refrigeration must be used for overnight storage of TCS food**

B. How will the food be cooked and/or kept hot (135°F or higher) at the event and during transportation to the event.

***Crock-pots cannot be used as a means of cooking. They can only be used for holding food hot.**

- Stove
- Charcoal/Gas grill
- Electric Roaster or Skillet
- Gas camping stoves
- Other (specify): _____

***Metal stem thermometers must be used to measure temperatures**

5. Equipment/Hand washing

A. How will hand washing be provided? Warm water, soap, and paper towels must be provided. Example: A Cooler with a spout filled with warm water can be used.

B. How and when will food equipment be cleaned? Utensils must be washed, rinsed, and sanitized at least every four hours or when they become contaminated. Example: Three dish pans can be used as a three compartment sink.

C. What type of sanitizer will be used for equipment and food contact surfaces?

***Sanitizer test strips must be available to check the concentration of sanitizer**

6. Floor plan diagram

