

TEMPORARY FOOD PREPARATION PLAN (Use with online apps only)

Booth Information: Provide information about the booth/stand where food will be served

Name of Booth: _____

Move In
Date&Time: _____

Food Sales Start
Date&Time: _____

Food Sales End
Date&Time: _____

Event Information: Provide informatin about the event where food will be sold

Coordinator Name: _____ Coordinator Phone: _____

Coordinator Email: _____

Commissary Kitchen: Fill out this section only if a commissary kitchen space will be used (see Food Vendor Information flyer for details)

Facility Name: _____ Location: _____

Owner Name: _____ Phone: _____

Email: _____

****Check each equipment type and service that is available to you at the rented commissary kitchen**:**

3-Compartment Sink	Hand Wash Sink	Food Prep Sink	Refrigerator Space
Freezer Space	Dry Storage Space	Restroom Access	Ice Machine
Prep Tables/Counters	Mop Sink	Potable Water	Waste water disposal
Trash Disposal	Secure parking/Storage	Electrical Hook Ups	

Other: _____

Dates, times and activity at approved commissary kitchen:

Date: _____ Time: _____ Activity: _____

1 _____

Date: _____ Time: _____ Activity: _____

2 _____

Date: _____ Time: _____ Activity: _____

3 _____

Menu: list each menu item separately and include where it's purchased, stored, how it's prepared, cooked, held and/or served.

4 Menu Item: _____ Description: _____

5 Menu Item: _____ Description: _____

6 Menu Item: _____ Description: _____

7 Menu Item: _____ Description: _____

8 Menu Item: _____ Description: _____

9 Menu Item: _____ Description: _____

Concession, Equipment and Food Handling: *Fill out each field, if something doesn't apply then type "NA"*

10 Please describe the ground covering and overhead cover of booth, if the booth is indoors then just write indoor:

11 Describe the source of potable water for cooking, drinking, and handwashing:

12 If the use of a hose is necessary for potable water supply, describe how the food grade hose/nozzle will be stored:

13 Where will the wastewater generated at the booth/stand be disposed?

14 How will the public be safely protected from the cooking or hot holding equipment?

15 Describe how food will be protected from the public?

16 Describe the hand wash station set-up that will be provided in booth/stand:

17 How will you ensure clean utensils during food service?:

18 Sanitizer, clean towels, and appropriate test strips must be provided and ready to be used. Which method will be used?

19 Describe how will foods be kept hot or cold during transport to the event?

20 How will cross contamination of raw-meats and ready-to-eat food be prevented?

21 How will bare hand contact with ready-to-eat foods be prevented ?

22 Where will produce be washed?

23 Where will additional perishable foods be stored other than in the booth?

24 *List of the designated Person-in-Charges (PICs) with valid Washington State Food Handler Cards:*

PIC name:	Date/s:	Shift/s:
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a

PIC name:	Date/s:	Shift/s:
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b

PIC name:	Date/s:	Shift/s:
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c

Acknowledgment of Requirements: *Please read through each item below and initial #46:*

25 _____ Initial here to acknowledge you have read the Food Vendor Requirements and will comply with rules.