



# Temporary Event Coordinator Responsibilities

## Food vendors & licensing

- Lorain County Public Health (LCPH) encourages event coordinators to set up a meeting with their district sanitarian for any events where food is sold. Below is a list of guidelines to ensure a safe and successful event.
- In order to sell food at an event, a food vendor must have one of the following licenses: a valid mobile food service operation, mobile retail food establishment, or temporary food service license. The mobile licenses may be issued by any health department in the State of Ohio; temporary licenses are only valid if issued by LCPH.
- A licensed catering operator will need a temporary or mobile license to operate at an event. Questions regarding the difference between a catered event and temporary event? Call 440-322-6367 and ask to speak with an LCPH sanitarian.

## Before the event: Food

- Prepare a packet including a map of the event with locations of food service booths, restrooms and waste disposal sites. Provide a list of all participating food vendors to LCPH before the event. Note whether each vendor has a mobile license or requires a temporary license.
- Prevent unlicensed vendors from operating at the event. Food service operators must submit their applications to conduct temporary food service to **LCPH at least 10 days prior to the event start date**. Send operators to [LorainCountyHealth.com](http://LorainCountyHealth.com) to find the [application to conduct a temporary food service operation or retail food establishment](#). Search "food safety."
- Plan for adequate electricity.

## Before the event: Water and waste

- Determine an approved waste disposal point for greywater from the food vendors at the event – work with the city, village, or township. You may need to rent a holding tank depending on the duration of the event, number of vendors and access to approved disposal locations.
- Plan to provide one portable toilet per one hundred people expected if restrooms are not available onsite. The event coordinator is responsible for setting up handwashing stations near the portable toilets. Equip handwashing stations with soap, paper towels, and flowing potable water.
- Vendors are responsible for their own handwashing stations and event coordinators should ensure potable water is available for the vendor's needs.
- Food grade hoses are required for water hook-ups. Backflow prevention devices are required for all mobile units connecting to the main water supply.
- Plan for a sufficient number of waste receptacles. Make sure they are easily accessible by food vendors.

## During the event:

- Ensure vendors are preparing all food onsite (and not at an unlicensed facility). Licensed vendors may prepare and serve food prior to inspection by LCPH.
- Inform vendors of proper wastewater disposal areas. Make sure that vendors dispose of greywater and cooking oil or grease in the approved location(s).
- Monitor and remove waste generated at the event as necessary.