



Health Department

EVENT COORDINATOR'S CHECKLIST FOR TEMPORARY EVENTS

By providing the following information, you will assist in identifying potential safety and health concerns that may occur during your event. Addressing these issues in advance will provide the opportunity for a successful operation.

Each food service vendor for your event must hand in a "Transient Retail Food Permit Application" which they can get from the health department. Please be aware that transient applications must be returned at least **one (1) week before the event or late fees will apply to the vendor. More late fees will apply if the application is returned less than 48 hours before the event.**

RETURN CHECKLIST TO THE HEALTH DEPARTMENT TWO (2) WEEKS BEFORE THE EVENT.

ATTENTION! THE HEALTH DEPARTMENT MAY LIMIT OR MODIFY THE NATURE OF THE FOOD SERVICE BOOTHS OR THE TYPE OF FOOD BEING SERVED TO PROTECT THE HEALTH AND SAFETY OF THE GENERAL PUBLIC.

1. EVENT NAME _____ DATE(S) OF EVENT _____

2. EVENT LOCATION _____

Attach a layout or map of the event – This must be provided in a timely fashion

3. NUMBER OF FOOD VENDORS _____

4. EVENT COORDINATOR(S)/RESPONSIBLE PERSON(S)

a)	_____			
NAME	ADDRESS	PHONE #	ROLE	

b)	_____			
NAME	ADDRESS	PHONE #	ROLE	

c)	_____			
NAME	ADDRESS	PHONE #	ROLE	



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THE VENDORS FOR THE EVENT MUST BE ON YOUR LIST AND THEY MUST HAVE APPLIED AND PAID FOR THE TEMPORARY FOOD PERMIT.

IF VENDORS HAVE AN EXISTING TRANSIENT LICENSE ISSUED BY ANOTHER CITY/COUNTY HEALTH DEPARTMENT AND THE BUSINESS IS INSPECTED BY SOUTH MILWAUKEE HEALTH DEPARTMENT DURING THE EVENT, VENDOR WILL BE SUBJECT TO AN INSPECTION FEE. VENDORS LICENSED IN ANOTHER JURISDICTION MUST SEND TRANSIENT LICENSE AND ANY RECENT INSPECTION REPORT TO THE HEALTH DEPARTMENT.

I UNDERSTAND THAT IF ALL REQUIREMENTS ARE NOT MET BY THE FOOD VENDOR AT TIME OF INSPECTION, A PERMIT MAY NOT BE ISSUED.

EVENT COORDINATOR SIGNATURE

DATE