

Madison County Health Department
Environmental Health Division
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Wood River, Illinois 62095
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Temporary Food Event Coordinator Information Sheet

Event Information

Name of Event: _____

Address/Location of Event: _____

Date(s) & Time(s) of Event (when food will be served): _____

of Food Vendors Attending: _____

Are any vendors attending your event operating a Food Truck? Yes No

Is Potable Water Available to Food Vendors? Yes No

Is Electricity Available to Food Vendors? Yes No

Food Vendor Information (attach additional sheets as needed)

	Name	Phone #	E-Mail Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Event Coordinator Information (person in charge of food vendors)

Name of Event Coordinator: _____

Daytime/Cell Phone #: _____

E-Mail Address: _____

The Temporary Event Coordinator Information Sheet must be submitted at least fifteen (15) business days prior to the scheduled event. Any changes to this sheet shall be submitted not less than seven (7) business days prior to the event.

All food vendors must be ready for inspection at the SAME DATE & TIME.

Each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.

For questions, e-mail eh@co.madison.il.us or call 618-296-6079