



Dalton State College  
Environmental Health, Occupational Safety & Risk Management  
650 College Drive  
Dalton, GA 30720  
Ph: 706-272-4463 Fax: 706-272-4688

## **EVENT FOOD SAFETY**

Dalton State College has a duty to protect its students and guests from food borne pathogens. Any group or individual that plans on serving food on campus is required to complete a food safety plan. Also, under no circumstances will any group/individual be permitted to charge for food. If at any time the food is charged for, the group will be required to secure a Food Service Permit from the Whitfield County Dept. of Health and pay the required fee for said permit.

### **Group/Department Information**

Group/Dept. Name: \_\_\_\_\_

Organization President or Dept. Head: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

### **Event Information**

Name of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location, Attendance: \_\_\_\_\_

Activities: \_\_\_\_\_

### **Food Safety**

Who is the food supplier? \_\_\_\_\_

(Note: if the food is being provided by the college's contracted food service, or another licensed food vendor no additional information is required.)

List all foods that will be served: \_\_\_\_\_

(include all consumables,  
including drinks, ice, garnishes,  
toppings, condiments) \_\_\_\_\_

This form needs to be signed by the person in charge of the event.

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

This form need to be submitted to:

DSC Environmental Health, Occupational Safety & Risk Management (Health Professions 306)

DSC Event Management Coordinator (Pope-Lower Level/Campus Services Office)

Submit a minimum of 2 weeks prior to the event for review and approval.

Contact DSC Environmental Health, Occupational Safety & Risk Management for any questions:

E-mail: [prtate@daltonstate.edu](mailto:prtate@daltonstate.edu)

Phone: 706-272-4463

\*\* If the food is being prepared by some other source, other than the contract food service or another licensed vendor, then the event sponsor needs to complete the second page of this form and submit it to EH&OS.



**If the food is being prepared by some other source other than the contract food service or another licensed vendor then the following information needs to be provided:**

If your group plans on cooking food, please answer the following questions.

Prepare a statement (can be narrative or bullet), which answers the following questions:

1. Who, when and where will the food be purchased?

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2. Where and how will the raw food be stored?

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3. Who will prepare (slice, season, etc.) the raw food? What measures will be taken to avoid contamination?

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4. How will the prepared food be protected prior to cooking? How will it be refrigerated?

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5. Who will cook the food? What measures will be taken to avoid contamination?

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6. To what temperature will you cook the food? How will you determine the internal temperatures?

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7. How will the cooked foods be protected from the raw foods?

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8. Who will serve the foods? What measures will be in place to avoid contamination?

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9. What measures will be in place to avoid contamination of the cooked foods?

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