

Event Checklist

Ready to serve food on campus?

7 BUSINESS DAYS IN ADVANCE

Submit the [food permit application](#) and required vendor documents before the event.



Before the event

Get approvals in place

Outside Food Source (Drop-Off/Delivery, Pick up only):

- ☐ Submit UCR Temporary Food Permit request.
- ☐ Purchase food from approved source.

Catered Events (On-site Setup or Service):

- ☐ Submit Service Now (SNOW) ticket to receive Concept Approval.
- ☐ Send food handler cards to EH&S.
- ☐ Send current county health permit to EH&S.

Set up the booth

Build a safe service space

- ☐ Set up on hardscape surfaces.
- ☐ Use cleanable, non-absorbent preparation surfaces.
- ☐ Use a flame-resistant 10' x 10' screened canopy for unpackaged perishable food.
- ☐ Set up handwashing: soap + paper towels.
- ☐ Provide trash containers.
- ☐ Ensure restroom access within 200 ft.
- ☐ Provide 3-compartment sink; max 4 booths per sink.
- ☐ Have sanitizer ready; start with clean equipment.
- ☐ Keep mesh walls closed.
- ☐ Keep a hard copy of UCR food permit onsite.

Protect the food

Keep food covered and separated

- ☐ Keep food, drinks, and utensils 6 inches off the ground.
- ☐ Prepare and serve from inside the enclosed booth.
- ☐ Use covers or sneeze guards as needed.
- ☐ Use protected condiment containers.
- ☐ Separate drinking ice from cooling ice.
- ☐ Do not store event food at home.
- ☐ Use required labels on prepackaged foods.

Food handlers

Use clean handling practices

- ☐ Wear a hat or hair net.
- ☐ No eating, drinking, or smoking in the booth.
- ☐ Only permitted food handlers inside.
- ☐ Keep personal items away from food.
- ☐ Use utensils, wrappers, or gloves for ready-to-eat food.
- ☐ Use gloves correctly.

TEMPERATURE- CONTROLLED FOOD

Dairy, meat, seafood, eggs, soy, cut produce, cooked grains, baked potatoes

COLD ≤ 41°F

HOT ≥ 135°F

- ☐ Accurate thermometer (±2°F)
- ☐ Separate raw meat

GRILL CHECK

- ☐ Barricade from public
- ☐ ABC and/or K extinguisher
- ☐ Clean grill + 5-gal propane tank