



Event Coordinator Information

To assist you with the organization of your event, enclosed you will find a Notification of Event Application. Please complete this application and return to Southwest District Health a minimum of 30 days prior to your event.

Helpful Information

- It is the responsibility of the **Event Coordinator** to submit this application and ensure all vendors have the proper licensure.
- All vendors that **offer food** are required to have a food permit or complete an application for a Temporary Food Establishment License with Southwest District Health.
- Vendors must complete the application **at least 7 days** prior to the event or a license will not be issued.
- **No Temporary Food Establishment Licenses will be issued** without the completion of this application.
- Any unlicensed vendors will not be allowed to operate.

With the completion of this application and a list of vendors, Southwest District Health will assist you and work with the vendors to ensure they have the appropriate license for your event. Please fill out the application completely and accurately.

If you have any questions please contact Southwest District Health, Environmental and Community Health Services at 208-455-5400.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Buckingham".

Jeff Buckingham
Program Manager
Environmental and Community Health Services

Healthier Together

13307 Miami Lane ● Caldwell, ID 83607 ● (208) 455-5300 ● FAX (208) 454-7722



Environmental & Community Health Services

208 455 5400 • FAX 208 455 5405 • 13307 Miami Lane • Caldwell • Idaho • 83607

NOTIFICATION OF EVENT

(Name of Event)

(Event Sponsor)

(Location of Event with Zip Code and address if applicable)

Location/Property Contact Name	Phone	Email
--------------------------------	-------	-------

(Dates of Event)

(Daily Beginning and Ending Times)

Event Coordinator/Organizer or Contact Person _____

Phone No. _____ Cell Phone No. _____ FAX _____

E-Mail Address _____

Provide a list of food vendors at least 30 days prior to the event. The list should include booth/business names, a booth contact person, and a booth contact email/phone number. Inform all food vendors that an application is required and must be submitted at least 7 days before the event.

Note: Any unlicensed vendor will be required to suspend operation if a temporary event application has not been submitted and approved.

*non-food vendors do not have to be listed. An excel or other personal file of vendors may also be attached instead.

Vendor List

Booth/Business Name	Contact Name	Contact Phone #	Contact Email
---------------------	--------------	-----------------	---------------
