



Oklahoma City-County Health Department
2400 NW 36th Street
Oklahoma City, OK 73112
(P) 405.425.4347
(F) 405.419.4227
occhd.org/specialevents

SPECIAL EVENT COORDINATOR APPLICATION

As a coordinator of a Special Event where food is prepared and/or sold on a temporary basis, you shall have food vendors comply with the requirements of the Oklahoma State Department of Health (OSDH), the Oklahoma City County Health Department (OCCHD), and of the municipality where the event is located. Food sales include prepackaged items such as bottled water, beer, supplements, candies or any other item offered for consumption. As a Special Events Coordinator, you are responsible for supplying each food vendor with the OCCHD's "**Temporary Food Establishment Requirements**". Any vendor who will be offering samples of their product must also comply with the "**Food Sampling Requirements at Temporary Events.**" Both of these documents can be found on the OCCHD web site located at: www.occhd.org/specialevents

Food vendors shall not begin sampling or selling food at your event until they have passed the OCCHD food establishment inspection and been issued their temporary licenses by the OCCHD inspector.

All food vendors at your event operating under a non-profit status must provide a copy of their 501(c).

Since special events present particular concerns that are unique to temporary food establishments, the attached form shall be utilized for notifying the OCCHD of your special event. Notification shall be submitted no less than 10 days prior to your event.

Each vendor may pay the license fee online at: www.occhd.org/payment. The State temporary license fee is \$50 for the first day and \$25 for each day thereafter per sales location with a maximum of 14 days. The maximum fee is \$250.

If your temporary food vendors have questions concerning the requirements, they can contact the OCCHD Special Event Coordinator at (405) 425-4327.



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SPECIAL EVENT COORDINATOR'S NOTIFICATION FORM

(To be completed and returned to OCCHD 10 days prior to Special Event)

2400 NW 36th Street

Oklahoma City, OK 73112

Fax: (405) 419-4227

Email: specialevents@occhd.org

APPLICATIONSUBMISSION DATE: _____

1. ONSITE COORDINATOR(S):

Name	Address	Phone Number

2. EVENT NAME:

3. EVENT LOCATION NAME & PHYSICAL ADDRESS:

4. EVENT SITE DESCRIPTION:

5. DATES & TIMES OF EVENT:



6. DOES THE EVENT SUPPLY HOT AND COLD POTABLE WATER TO EACH VENDOR?

(If not, where are temporary vendors able to access potable water supply for your event?)

7. DOES THE EVENT SUPPLY WASTE WATER DISPOSAL TO EACH VENDOR?

(If not, where are temporary vendors able to dispose of waste water at your event?)

8. WHAT TRASH SERVICES WILL THE EVENT BE UTILIZING?

9. DOES THE EVENT SUPPLY TENTS FOR THE VENDORS?

10. THE DATE & TIME Vendors will be ready for licensing.

(Licensing must be performed prior to any of your vendors preparing, sampling, demonstrating and/or selling food items. Any vendors not ready for inspection during the scheduled time period will not be licensed and must be excluded from the event – any exceptions will be at the discretion of the on-duty inspector(s). If a vendor is found to be out-of-compliance, the vendor will have a reasonable amount of time to make corrections for licensure. If the vendor is not capable of making the required corrections the vendor will not be licensed and will not be allowed to participate in the event.



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SPECIAL EVENTS - Vendor List

Event Name & Contact:

Date(s) & Time(s):

Reminder: Final vendor list is due no less than 10 days prior to event
List ALL food and beverage vendors

Table with 5 columns: Vendor Number, Business Name, Contact Information (name + phone), Product, Vendor Set-up: Food Truck, Trailer, Tent, Pushcart (State/City License number, if applicable). Rows 1-11.



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Vendor Number	Business Name	Contact Information (phone + email)	Product	Vendor Sets up: Food Truck, Trailer, Tent, Pushcart (State/City License number, if applicable)
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Find additional information and forms at: occhd.org/specialevents
