**Event Management Plan: Cultural Dinners**

Please put “N/A” next to any line items that do not apply to your activity.

Organization Name:

Activity Name:

Activity Type:

Event Location:

Activity Layout

* Primary entrance:
* Primary exit:
* Are there any secondary entrances or exits? (if yes, please list):
* What areas of the space are off limits to guests and during the event?
* How will those spaces be restricted?
* Which doors will be monitored?
* How will those spaces be restricted?
* What happens if a guest violates those restrictions (ex. Goes backstage, in dressing rooms, etc.)?

Activity Attendance:

* Who is your intended audience?
* Are off campus guests attending? If so, who and how will they be participating?
* Is your activity attendance restricted? If so, to who?
* What precautions are you taking to ensure attendees are not drinking alcohol during the event? What will you do if this is discovered?

Entrance Procedure

* How many event managers are working the door of your event? Who are they?
* How are you tracking attendance (tickets, clickers, CCC Check-in, etc.)?

During/After an Event:

* Who are your event managers? (if you have more than 5, please put a star next to the names of 5 event managers who will be the head event managers)
* What are the expectations of your event managers?
* Do you assign roles to each of your event managers for the evening? What are they? Who is in what role?

Food Provider:

* What is the name of your caterer?
* Is this caterer on the approved caterer list? If not, please be sure to see your advisor for the contract template. Do not sign this contract, please turn into your advisor for signature.
* Where will the food be prepared?

Risk Management Agreement:

* All tickets must use the University Tickets system through Activity Registration and we will go through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.
* All same-day ticket sales will be accounted for through the appropriate channels for our organization to receive the funds in our SOFO account, if tickets are being sold.
* We will use the university ticket system for all ticketing needs, if applicable, and will follow all cash box policies if we are handling cash, if tickets are being sold.
* Sale of items, outside of tickets and Shops @ Wilco, is prohibited. Any other exceptions would need to be approved prior to the event.
* There will be sufficient number of event monitors for the space we are in (ex: at the entrances, exits, and in places where doors need to be monitored).
* We are aware of venue fire capacity limits and will not exceed those limits.
* This event has been fully registered and approved by the university.
* Public Safety is aware of our event and will be monitoring, if necessary.
* Any vendors we are using have been fully contracted and are fully insured.
* We are aware of the fire exits of the area.
* We will have the agreed upon amount of event managers required for our venue.
* All event managers will be easily identifiable for the duration of the event.
* The event must adhere to the guidelines provided by the Wilson Commons Student Activities, the Sanitarian's Office, Monroe County Health Department, and the University's Fire Marshal.
* A Temporary Food/Baked Goods Event Request Form must be submitted to the Sanitarian's Office at least 14 calendar days before the event date.
* The Sanitarian's Office requires written approval for the event to proceed.
* The organization should be aware of any cultural or religious considerations related to food, such as fasting during Ramadan.
* Food Handling and Transportation:
  + A licensed or permitted food facility must prepare all foods.
  + Food should be transported in a clean vehicle and covered or wrapped during transportation to protect it from contamination. The food vendor is recommended to deliver the food.
  + Food should be covered when displayed for public access, and proper measures should be taken to prevent contamination or handling by the public.
* Food Safety and Hygiene:
  + All potentially hazardous foods should be kept below 45°F or above 140°F, except during necessary preparation time or a short display period.
  + Hot or cold holding equipment may be required to store and display food during the event.
  + A food thermometer is required if potentially hazardous foods will be served.
  + Food handlers must wear gloves and hair restraints during food handling and serving.
  + Individuals who plan to handle food should refrain from doing so if they are ill with any gastrointestinal disturbances, fever, severe sore throat, chills, cold, or flu-like symptoms.
* Handwashing and Sanitization:
  + Portable handwashing equipment, including clear warm water, soap, paper towels, and a wastewater bucket, must be available at each food booth or in a common area with easy and close access.
  + Food-grade cleaner and sanitizer with clean cloths should be available to wipe equipment that may become contaminated.
* Event Setup and Waste Management:
  + Food and paper products should be kept off the ground, especially during outdoor events.
  + Covered trash containers are needed within each booth.
  + Ground covering should be easily cleanable and free from materials that may contaminate the food.
* Prohibited Food:
  + The organization must not sell or serve any food that is suspected or known to be unfit for human consumption.