



**ON-SITE FOOD PREPERATION FORM:**

Description of Meal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Purchased from: \_\_\_\_\_

Where will you be storing food (before/during event): \_\_\_\_\_  
\_\_\_\_\_

Prepared On-Site by: \_\_\_\_\_  
\_\_\_\_\_

Equipment required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location:**

Outdoors: \_\_\_\_\_

Rain Location: \_\_\_\_\_

Have you informed Physical Resources?  YES  NO

Indoors: \_\_\_\_\_

Have you checked for availability?  YES  NO

Does preparation area comply with fire regulations?  YES  NO

Does preparation area comply with health regulations?  YES  NO

List all equipment to be used for preparation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person overseeing preparation: \_\_\_\_\_