



**Chester County Health Department  
Bureau of Environmental Health Protection  
Government Services Center**

601 Westtown Road, Suite 288, PO Box 2747, West Chester PA 19380-0990  
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**Cook-off Participant Information Sheet**

**Use this form to indicate food source and preparation information for your organization/booth at the event. Be as specific as possible and reach out to [cchd@chesco.org](mailto:cchd@chesco.org) if you have any questions regarding this form. Incomplete forms will delay or prevent approval of the event for all participants.**

If you will be preparing at a licensed food facility, please complete the information for that facility in addition to your team's information. If preparing on the day of the event and not using a facility to prepare you can indicate below and leave the facility information section blank. If the facility is not in Chester County a copy of their license to operate a food establishment must be provided along with this form.

|   |   |              |                 |
|---|---|--------------|-----------------|
| <b>Name of Participant/Team</b>   | <b>Preparation Facility Address</b>                 |              |                 |
| <b>Contact Person</b>   | <b>City</b>   | <b>State</b> | <b>ZIP Code</b> |
| <b>Contact Email Address</b>  | <b>License Issuer</b> <small>(Jurisdiction)</small> |              |                 |
| <b>Contact Person's Phone</b>   | <b>Facility Name</b>                                |              |                 |
| <b>Will you be preparing your food for the event onsite?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No (complete preparation facility info) |   |              |                 |

**Food Source:** Use the space below to indicate where each of your ingredients will be purchased or otherwise sourced. All meat and poultry products must bear a mark of inspection from USDA or Local Department of Agriculture. Wild foraged mushrooms may not be used. Milk and dairy products must be pasteurized. Receipts may be required.

| <b>Food Item or Ingredient (What)</b> | <b>Source (Where, Who)</b> | <b>Storage Prior to Event (Where, How)</b> | <b>Transportation to Event (How, When)</b> |
|---------------------------------------|----------------------------|--|--|
| 1.                                    |                            |  |  |
| 2.                                    |                            |  |  |
| 3.                                    |                            |  |  |
| 4.                                    |                            |  |  |
| 5.                                    |                            |  |  |
| 6.                                    |                            |  |  |

**Preparation:** Use the space below to indicate how you will be completing each of the steps listed in preparing and serving the food item at the event. Produce must be washed using potable water. Ice used to cool food or drinks may not be used as an ingredient in food or drinks.

| Food Item or Ingredient (What) | Washing, Thawing (How, Where) | Cutting, Portioning (Where, How) | Cooking (How, What Temperature, What Equipment) | Holding & Serving (Where, How, How Long) |
|--------------------------------|-------------------------------|----------------------------------|---|--|
| 1.                             |                               |                                  |   |  |
| 2.                             |                               |                                  |   |  |
| 3.                             |                               |                                  |   |  |
| 4.                             |                               |                                  |   |  |
| 5.                             |                               |                                  |   |  |
| 6.                             |                               |                                  |   |  |

**Booth Setup:** Complete the checklist below to ensure your booth is set up properly. Items listed are required and your booth may not be able to participate if any of the below are not present on the day of the event.

|    |                          |   |
|----|--------------------------|---|
| 1. | <input type="checkbox"/> | Hand Washing Station – warm, potable water; soap; paper towels; catchment for wastewater; trash                           |
| 2. | <input type="checkbox"/> | Gloves – non-latex in sizes for all food handlers. Bare hand contact with ready to eat food is prohibited.                |
| 3. | <input type="checkbox"/> | Thermometer – Metal-stemmed probe ranged from 0°-212°F, calibrated prior to event   |
| 4. | <input type="checkbox"/> | 3 Compartment Warewashing – wash, rinse, sanitize basins (may be provided by event organizer with prior approval by CCHD) |
| 5. | <input type="checkbox"/> | Person in Charge – a person trained in food safety to oversee food handling in the booth.                                 |