***Risk Management Template for Student Organizations - Cultural Dinners***

*Event Details:*

Event Name: [Name of the Cultural Dinner]

Event Date and Time: [Date and Time of the Event]

Event Location: [Venue/Location of the Event]

Event Description: [Brief description of the cultural dinner and its purpose]

*Organization Details:*

Organization Name: [Name of the Student Organization]

Contact Person: [Name of the Contact Person]

Contact Email: [Email address of the Contact Person]

Contact Phone: [Phone number of the Contact Person]

Organization Type: [Undergraduate College Student Organization/Fraternity/Sorority/Department - WCSA/Residential Life Group, etc.]

Department (if applicable): [Name of the Department]

*Event Type:*

Activity Type: [GIM/GMM/Chapter/Practice/Rehearsal (No Services) or GIM/GMM/Chapter/Practice/Rehearsal (With Services), etc.]

Event Format: [In-Person/Hybrid/Virtual]

Event Location: [On-Campus/Off-Campus]

*Food Provider:*

Catered Meal: [University Approved Caterer/Dining Services/Meliora Catering/Food Truck Vendor/Non-University Approved Caterer]

Food Preparation Location: [Location where the food will be prepared]

*Event Attendees:*

Anticipated Attendance: [Expected number of attendees]

Restricted Attendance: [Organization Members Only/Open to UR Campus/Open to UR Campus and Off-Campus Guests, etc.]

*Additional Notes and Guidelines:*

*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.*

*An Event Management Plan should be developed and submitted to the appropriate authorities to address crowd control, public safety, and logistics.*

*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.*