

Excluded Organization Event Notification Form

In accordance with the Code of Maryland Regulations 10.15.03.26E(1), *when an unlicensed, excluded organization plans a single event to prepare or serve potentially hazardous food to 200 or more individuals from the public, written notification is provided to the local health department not less than 30 days before the scheduled event.*

1. Name of Excluded Organization: _____
2. Date, place, and time of event: _____

3. Contact name, mailing address, and phone number for a responsible person in charge:

4. Estimated number of individuals to be served: _____
5. Please complete the table below:

Menu or list of food to be served*	Source of potentially hazardous food (ex: Wal-Mart, Food Lion, Sysco, etc.)	List of foods prepared more than 12 hours in advance (if applicable)

*You may continue on a separate page if needed or provide a copy of the full menu along with the completed notification form

6. If food is to be prepared off-premises, please provide the name of the facility to be used:

7. If food is to be prepared off-premises, please provide procedure(s) for transporting food to the location of the event:

8. If the excluded organization's facility is not serviced by a public water supply, a water sample may be required from this office to test for bacteriological contaminants and nitrates.

-----Health Dept. use only-----

Date received:

Reviewed by: