

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: