



Squadron Morale BBQ Request Form



All requests **MUST** be submitted **NLT 7 days in advance**. Send request forms to 379EFSS.BBQ.Request@us.af.mil

Terms of Agreement (POC MUST Read)

1. Plates, napkins, forks, spoons, knives, ice, foil, cling wrap, grilling utensils, serving utensils, coolers, charcoal, and lighter fluid must be purchased at the BX or off base and are not provided by any 379 EFSS entity for Morale BBQs.
2. Cake provided will be a pre-made, blank sheet cake. Type/flavor provided is at the discretion of the Pearl DFAC Management. **Note: That all cake request under 50 people will be a store bought cake.**
3. Headcounts must be provided by the scheduled pick-up time. ForceSPARC scanning will be used to collect headcounts. In the event scanning, is unavailable, the AF Form 79 will be used to collect number of attendees. Any loaned pans will be cleaned/returned to the Pearl NLT 24 after the pick-up date.
4. I understand that failure to follow the above instruction will jeopardize the current BBQ Request, as well as approval of future BBQ Events. I take responsibility for all items issued, and will ensure perishable items are consumed or disposed of within 4 hours of pick-up.

| | |
|--------------------------------|--------------------------------|
| Squadron: | Date of Function: |
| Number of Participants: | Requested Pick-up Time: |
| Squadron POC: | Contact Number: |

Meat Selection (Choose up to 2)

Each guest is allowed 1 hot dog and 1 type of burger, but no burger or hot dog/sausage option can exceed the amount of guests

Polish Sausages: Hot Dogs: Hamburgers: Turkey Burgers: Veggie Burgers:

Side Order Selection (Choose up to 2)

Chips: Baked Beans: Chili: Salad: Potato Salad:

Beverage Selection (1 per Guest)

Soft Drink: Yes No Soft Drink Selection (Limit 2-3):

Condiments

Hamburger Buns: Lettuce: Onions: Mayo: Mustard:
Hot Dog Buns: Tomatoes: Pickles: Ketchup:

Serving Pans (MUST be returned within 24 hours)

Small Serving Pan: Large Serving Pan:

OPTIONAL Ice Cream / Cake Add-on

Ice Cream Flavor: Chocolate: Vanilla:
Syrup Flavor: Chocolate: Caramel:
Cake: Yes No

POC Signature

Special Meal Program Manager

Application for Temporary Food Establishment

When inputting the time on this application, insert a colon. Example: for an event starting at 2359 hours, insert a colon to represent 23:59. Please fill out this form in its entirety. Be as detailed as possible in order to expedite the process and avoid the return of your application.

| | | | | |
|------------------------|----------------------------|--------------------------|---------------------------------|----------------|
| Name of Event: | Event Organizer/Alternate: | | | |
| Squadron/Organization: | Organizer E-Mail: | | | |
| Location of Event: | Date of Event: | | | |
| Start Time: | End Time: | No. of People Attending: | Date of Public Health Training: | |
| | | | DSN: | On-Call Phone: |

1. Is the event being advertised outside of your organization?
 2. Please list all food items, to include ingredients, that will be sold/served at the event.
 3. Where will items be purchased/obtained from? *Food items obtained from unapproved locations (i.e. Carrefour, MegaMart) will result in application being denied.*
- Please scroll over the following text boxes prior to typing:*
4. (a) What time will food be picked up? (b) How will food be picked up?
 5. Where will food be held prior to the event?
 6. Where will uncooked foods be stored during the event?
 7. How will frozen food items be thawed?
 8. How will cold items be maintained?
 9. How will hot items be maintained?
 10. Where will cooked foods be stored after preparation?
 11. Where will food-handlers wash their hands? *Hand washing sinks MUST have potable water, soap, and individual paper towels available.*

Temporary operations which do not have adequate potable water shall be restricted to the sale of canned or packaged food, individual-serving canned sodas and juices, and hot beverages, such as coffee, tea, and hot chocolate, provided the water used to prepare the drinks (such as bottled water) is from an approved source.

Any unconsumed potentially hazardous food (leftovers) from a temporary food establishment serving a highly susceptible population is prohibited.

The sponsoring/contracting organization or designated representative shall notify Public Health a minimum of 14 days prior to the scheduled start date for commencement of food-service activities associated with a temporary food establishment, per AFMAN 48-147. Any applications submitted outside of this time-frame will not be accepted.

Signature of Event Organizer

It is the responsibility of the event organizer to ensure that food provided to the consumer is safe and does not become a vehicle in a disease outbreak or in the transmission of communicable disease. This responsibility extends to ensuring that food is unadulterated, prepared in a clean environment, and honestly presented. By signing this form, you acknowledge your responsibility as the event organizer for this temporary food establishment.

Signature of Unit CC or Designated Representative

This signature is affirmation that the unit commander or designated representative has assumed responsibility to ensure that food provided to the consumer is safe and does not become a vehicle in a disease outbreak or in the transmission of communicable disease. This responsibility extends to ensuring that food is unadulterated, prepared in a clean environment and honestly presented. By signing this form, the unit commander or designated representative releases EFSS of all liability in regard to food safety and agrees to take responsibility for this temporary food establishment.