

SECTION 11A

FOOD SERVICE SCENARIOS

UT Tyler Catered Events

- Event will have prepackaged drinks/snacks purchased in their original manufacturer packaging
 - No permits required
 - No insurance required
- Event will have pizza (or box lunches) delivered curbside
 - Vendor Health Permit for pizza location required
 - No insurance required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
 - Vendor Health Permit for grocery location required
 - No insurance required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
 - No Health Permit required
 - No insurance required
- Event held for a specific organization/department (not the entire campus) who is cooking on the grill
 - Vendor Health Permit not required
 - Temporary Food Establishment permit not required
 - Environmental Health & Safety (EH&S) regulations must be followed
 - Insurance required as listed for food trucks/caterers
- Campus-wide event held outdoors (Sodexo Managed Catering – No Cooking)
 - EH&S food service regulations must be followed
 - No insurance required
- Campus-wide event held outdoors (single or multiple **off-campus vetted** vendor – No cooking or contained in food truck)
 - Vendor Health Permit required
 - Insurance required as listed for food trucks/caterers
- Campus-wide event held outdoors (single or multiple off-campus food vendors, or if cooking outdoors)
 - “Coordinator of a One Time Event Application” MUST be submitted to NET Health, if a vendor has a Temporary Food Establishment permit.
 - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health
 - Follow all NET Health guidance once Coordinator Application is submitted
 - Insurance required as listed for food trucks/caterers

These scenarios are purely examples of potential food service situations for events. These scenarios are not representative of all possible scenarios and are purely examples to help provide guidance. If your event differs from these scenarios, or if you have any doubts or questions, contact foodsafety@uttyler.edu or eventmgmt@uttyler.edu.

Food Service Scenarios are continued in Section 11B.

SECTION 11B

FOOD SERVICE SCENARIOS

Non-UT Tyler Catered Events

- Event will have prepackaged drinks/snacks purchased in their original manufacturer packaging
 - No permits required
 - No insurance required
- Event will have pizza (or box lunches) delivered curbside
 - Vendor Health Permit for pizza location required
 - No insurance required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
 - Vendor Health Permit for grocery location required
 - No insurance required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
 - No Health Permit required
 - No insurance required
- Event held for their specific group (e.g., Boy Scouts) who will be cooking on the grill
 - Vendor Health Permit not required
 - Temporary Food Establishment permit not required
 - Environmental Health & Safety (EH&S) regulations must be followed
 - Insurance required as listed for food trucks/caterers
- Event held for UT Tyler or community outdoors (Sodexo-managed catering – no cooking)
 - EH&S food service regulations must be followed
 - No insurance required
- Campus-wide event held outdoors (single or multiple **off-campus vetted** vendor – no-cooking or contained in food truck)
 - Vendor Health Permit required
 - Insurance required as listed for food trucks/caterers
- Event for UT Tyler or community outdoors (single or multiple off-campus food vendors, or cooking outdoors)
 - Coordinator of a “One Time Event Application” MUST be submitted to NET Health, if a vendor has a Temporary Food Establishment permit.
 - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health no matter
 - Follow all NET Health guidance once Coordinator application is submitted
 - Insurance required as listed for food trucks/caterers
- Reception held at the Meadows Gallery Lobby (prepackaged food)
 - No Health Permit needed
 - No insurance required
- Reception held at the Meadows Gallery Lobby (cake purchased at a bakery and bottled beverages)
 - Vendor Health Permit required for bakery
 - No insurance required

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