What do I need to do as an EVENT COORDINATOR?

Is the event open to the public?
A public event is one that is advertised, held in a public place or otherwise invites the general public to attend.

YES

Will there be food vendors at the event?

NO

Temporary event coordinator does not need to contact the Northeast Colorado Health Dept.

YES

Is the temporary event coordinator a documented 501c-3 organization?
(C.R.S. 25-4-1607(9)(a))

NO

Submit:
1. Event Coordinators Application for Temporary Events With Food Service submitted to Northeast Colorado Health Department at least 30 days prior to event

YES

Submit 501c-3 documentation to Northeast Colorado Health Department with Event Coordinators Application for Temporary Event with Food Service at least 30 days prior to the event
NO FEE

Northeast Colorado Health Department

This information and forms are available on our website at
http://www.nchd.org
Please contact us if you have any questions (970)522-3741.