



Morris Family Multicultural Student Center

Fang Family Kitchen

Event Guide



Greetings,

We have developed this guide to help you have a successful event. Our goal is to help you have a wonderful and safe event for your guests and to help you navigate the health and safety guidelines of both the KDA and University. An important factor in a successful event is planning the details for the event.

If you are serving food and beverage to the public or guests, the first step that you must complete is to contact the University Public Safety Officer for permission to proceed.

Ron Bridges
785-532-5856
ronbrid@k-state.edu

Please contact Mr. Bridges concerning questions and approval for Health and Safety regulations and responsibilities for providing food and beverage on campus. Please cc mfmsc@k-state.edu on all email communications.

Food Serving Approval Process

The more prepared that you are, the smoother the approval process will be. Pre-planning will help you have the answers that are needed. Below are some of the questions the University Public Safety Officer will want information about:

- Have your menu available; what foods are you planning to serve?
- Are these foods pre-packaged or will they be prepared?
- Where are you purchasing the products from?
- How are you transporting the products?
- Where will the products be prepared?
- How are you preparing the food and beverage?
- How are you holding the food and beverage for service?
- What are the plans for serving the food?
- What is your knowledge of food safety procedures?

Once you have contacted the University Public Safety Officer and have received approval for your event you are able to proceed with more planning.



On-Site Event Planning

The next step will be to meet with the Director of Diversity & Multicultural Student life. During this meeting, you will discuss event logistics and review the “Focus on Food Safety” guidelines, by the Kansas Department of Agriculture.

This information will help you follow food safety protocols and serve food that will be safe for your guests. The information covers the most important and essential safety factors.

- Food safety risk factors
- Foodborne illness
- Health factors of food workers
- Time and temperature control
- Practicing good hygiene
- Handwashing
- Bare hand contact
- Cross Contamination
- Consumer advisory
- Thawing procedures
- Holding and serving procedures
- Date marking
- Cooling and reheating procedures
- Cleaning and sanitizing
- Safe facility
- Corrective actions

This information will also be made available to you onsite. Please refer to the laminated information sheets as you proceed with the pre-planning, as well as, utilizing the laminated information sheets during the preparation process.

If you have not done, please schedule your on-site event planning appointment. At this time, you will also receive the Fang Family Kitchen training. You can schedule your appointment by emailing mfmsc@k-state.edu.