

TEMPORARY EVENT GUIDELINES P I S D
City of Plano Food/Health Permits

Event	Permit Required?	Concern	Recommendation
Classroom Food Demonstrations	No	Bare hand contact	Raw fruits, vegetables and shelf-stable products are permitted. Use disposable gloves and thoroughly wash hands before handling food product and after using the restroom or any other contamination of hands.
Classroom Parties	No	Bare hand contact with food. Hot and cold storage of PHF.	Require PHF to be purchased from a permitted food facility. Keep hot foods above 140 degrees and cold foods below 40 degrees. Use utensils when dispensing food.
Teacher Appreciation Events	No	Storage of hot and cold PHF. Bare hand contact with food.	Same as above
Teacher office potlucks (teachers only, no students)	No	Storage and preparation contamination. Hot and cold storage of PHF.	Follow all temperature guidelines for cooking, hot and cold handling.
Ethnic, cultural events	No, only if the public is not invited and food is not offered or sold to the general public or the whole school.	Storage and preparation contamination. Temperature abuse: prior preparation, cooking, cooling, reheating.	Prepare food in a permitted kitchen with a certified food manager present. Cafeteria permit would suffice in this case.
PTA, booster club luncheon/dinner.	No, only if the event is identified as a private function and specified group.		Prepare or purchase food from a permitted food facility with a certified food manager.
PTA fundraisers, special groups, Clubs, etc.	Yes, if food is offered or sold to the general public. (see temporary seasonal packet)		