

FOOD AND BEVERAGE COMMITTEE

This committee shall be responsible for Food, Kitchen Use and Beer/Wine Sales.

There shall be a chairperson to oversee the entire committee. This person may or may not be the officer responsible for the committee.

There shall be a person or sub-committee responsible for each of the three divisions.

Food Sub-committee

The sub-committee or responsible person shall:

- A. Be responsible for compiling a list of the food items to be sold by individual member organizations during the festival. This list will be made available to the Marketing Committee to be used in advertising.
- B. Work in conjunction with the Montgomery County Health Department to make sure each member organization complies with the county rules and regulations.

Beer and Wine Sub-committee

The sub-committee or responsible person shall:

- A. Prepare and distribute beer and wine forms to those member organizations planning to sell alcoholic beverages with a deadline of returning the information by the March meeting.
- B. After making a copy of the forms to retain, give forms to Treasurer to send for temporary liquor license.
- C. Report any awkward matching of brands and country representation to the responsible officer who shall make the final determination as to the brand/country suitability.
- D. Prepare and distribute guidelines for dispensing and selling alcoholic beverages, in keeping with State of Ohio law.
- E. Inspect booths prior to the opening of the festival to insure the following:
 1. Guidelines are posted
 2. Only brands listed on the forms are being sold
 3. No attempt is being made to mislead the public by using foreign words in place of the brand names.
- F. During the festival, inspect booths periodically to insure guidelines are being followed and no violations are occurring. If violations are found the following steps are to be followed:
 1. Make an attempt to resolve the situation.
 2. If unable to resolve, report the violation to the responsible officer.
 3. If necessary, report the violation to the Ethics Committee for resolution.
- G. Inspect booths to make sure sale of alcoholic beverages has stopped one half hour prior to the close of the festival each day.
- H. Prepare a written report, citing violations, etc. for the meeting of the Board of Trustees following the festival.

Kitchen Sub-committee

The sub-committee or responsible person shall:

- A. Distribute a sign-up sheet in January to ascertain who will be using the kitchen and the various parts thereof.
- B. Make assignments for space in the kitchen as per the sign-up requests.
- C. Prepare a set of guidelines for kitchen use and distribute said guidelines in March.
- D. Prepare (or have prepared) badges for those authorized to use the kitchen and distribute to authorized persons prior to the opening of the festival.
- E. Oversee kitchen use during the festival and report and infractions to the responsible officer.
- F. Prepare a written report, citing violations, etc. for the meeting of the Board of Trustees following the festival.