

DESCRIPTION

This template helps planners include sustainability and food waste prevention requirements in their Requests for Proposals (RFPs). It sets clear expectations for venues while helping planners identify partners who can support their event's goals.

HOW TO USE

This template is designed to be used as is or customized. Include this language and the questions below in RFPs. Use the responses to compare venues and guide early discussions with clients, internal teams, and suppliers. When reviewing responses, look for specific examples, supporting data, or local partnerships that demonstrate a genuine commitment to food waste reduction.

TIP: Questions with clear yes/no responses and space for brief explanation yield more accurate and actionable information.

Event Food Waste Q&A:

Partnering with Your Venue for Better Outcomes

[Your planning organization name] values events that responsibly manage the usage of resources and minimize the impact on people and planet. Reducing food waste is a particular priority for our events. We aim to partner with venues that plan, serve, and manage food responsibly to ensure as little as possible is thrown away.

During the venue selection process, emphasis will be placed on venues that demonstrate food waste prevention, reduction, and recovery efforts. We prefer venues that already have programs in place but are willing to consider venues that are open to collaborating with us on food donation, repurposing, composting, and/or food waste tracking during our event.

Please answer the questions below about your food waste prevention practices for events.

Food Donations

Does the venue have a food donation program?

Yes. Please list local donation partners. _____

No. Would the venue allow partnering with a local food donation program for this event? Yes No

Note: The Bill Emerson Good Samaritan Food Donation Act protects food donors, including hotels and venues, from liability when donating food in good faith.

Food Repurpose or Reuse

Does the venue utilize uneaten food for an employee cafeteria? Yes No

Composting

Does the venue have a composting program in place?

Yes. Please provide more details such as who handles the compost and how the process works for the venue.

No. Can a third-party service be hired to handle this for this event? Yes No

What are the financial obligations to bring in composting and will the venue absorb these costs?

Food Waste Prevention

Are you able to adjust production quantities based on near-the-event attendee counts? What amount of notice is needed?

Are you open to conversations about portion sizes and streamlining menu offerings?

Will the venue agree to customize menus and service styles to ensure reduced food waste? Yes No
This includes whole food utilization, repurposing, and reuse.

Food Waste Tracking

What data can the venue provide on food waste (e.g., prepared, served, donated, composted, landfilled)?

Does the venue use technology or software to track this data? Yes No

If yes, please specify. _____

Food Waste Performance Recap

Is it a standard practice to share food waste results post-event? Yes No

If not, will you use our Post-Event Recap to share results from our event(s)? Yes No

Next Steps

Once a venue is selected, we will share our Pre-Event Checklist to ensure food waste prevention and recovery actions are clearly reflected in event operations. We will also share our Pre-Event Checklist and a Post-Event Recap we will want to be completed for our event(s).