

DESCRIPTION

The purpose of the Post-Event Food Waste Recap is to identify where surplus occurred, how recovery went, and what can be adjusted for future events. Planner and venue teams should share this information with each other post-event.

HOW TO USE

Planners should customize this template and provide it to the venues for completion post-event. For venues already using a post-event recap, ask them to incorporate these questions into their process.

TIP: Usually, venues provide a recap document to clients in their post-event debrief process. Incorporating food waste metrics into this recap could help with identifying opportunities for food waste reduction and lessons learned to apply to future events.

Post-Event Recap

Guest Counts & Consumption

What was the expected guest count vs. actual attendance? Expected: _____ Actual: _____

Were final guest counts and specialty meal counts received to avoid overpurchasing? Yes No

Which menu items had the highest and lowest consumption?

Highest-consumed items: _____ Lowest-consumed items: _____

Did portion sizes align with guest consumption? Yes No

TIP: Review portion sizes of two most highly wasted food items and adjust.

Menu & Service Strategy

What vessels were too large and could be reduced? _____

Did the venue exceed 5% overage on (vegan, vegetarian, gluten-free, kosher, halal, or dairy free, etc.)? Yes No

If kosher or halal meals were ordered from offsite, how many were ordered vs. consumed vs. guaranteed? What percentage were eaten/left over? _____

Did the replenishment/refill strategy result in surplus? Yes No

Waste & Recovery Outcomes

Use data from your food waste tracking measurement tools (e.g., paper tracking, Leanpath, Winnow, etc.) and partners to supply the following information.

List the pounds below for each:

Prepared (Food made for service) _____

Plate Waste (Food left uneaten by guests) _____

Trim Waste (Inedible or unused food scraps from prep) _____

Donation (Surplus food given to hunger-relief partners) _____

Compost (Food diverted to composting instead of landfill) _____

Landfill (Food discarded as garbage with no recovery) _____

State any issues encountered with donation and/or composting logistics.

Future Opportunities

What actions could the planner take to reduce food waste at future events? Examples: repurpose items, request more or less of something, etc.

What other data or insights could the planner have provided the venue to help with better food waste prevention?
