

DESCRIPTION

Customize this checklist and use it during pre-event planning and walk-throughs to implement food waste prevention strategies while ensuring a high-quality guest experience.

HOW TO USE

Review each topic with the venue's culinary, stewarding, and service teams during planning calls, site visits, tastings, and pre-con meetings. Confirm status, resolve open questions, and document any last-minute adjustments.

Pre-Event / Pre-Con Food Waste Checklist

Pre-Event Prompts	Yes/No and Comments
<p>TOPIC Guest & Menu Confirmation</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure the culinary team has the accurate guest counts with updated attrition assumptions.<input type="checkbox"/> Did the culinary team receive the headcounts within a reasonable timeframe to prevent over-ordering or producing surplus food?<input type="checkbox"/> Are dietary restrictions and special meals accurate and confirmed?<input type="checkbox"/> Do menu design and portion specs align with final counts?	
<p>TOPIC Communication & Materials</p> <ul style="list-style-type: none"><input type="checkbox"/> Was the Planner Expectations Checklist for Venues shared with all staff?<input type="checkbox"/> Confirm signage is posted on buffets indicating ingredients, allergens, and food waste reduction strategies.<input type="checkbox"/> Assign a team member to monitor meals and ensure food waste reduction processes are followed.	

TOPIC

Set-Up & Service

- Has the planner's desired replenishment strategy been communicated to all venue service staff? (Confirm the planner's comfort level with running out of certain items, or seeing trays with little left by the end of the meal.)
- Confirm buffet layouts are set to reduce crowding or long lines.
- Confirm which serving utensils, vessels, and portion sizes will be used for each meal.
- Ensure banquet staff is prepared to address food waste prevention questions from guests if asked.

TOPIC

Recovery & Diversion Logistics

- Confirm food donation logistics.
- Confirm point person for tracking post-event recovery data and outcomes.
- Ensure staff has been briefed on reuse/repurpose options for surplus.
- Identify last-minute barriers to recovery or composting and, if any, the mitigation plan/solution.

TOPIC

Wrap-Up & Continuous Improvement

- Ensure the banquet manager or venue staff will provide a daily recap of food waste observations that highlight any issues or adjustments.
- Debrief to capture what worked and where to improve.