

Event Wrap-Up & Food Waste Summary

GUIDELINE

Send sustainability recaps to planners after each event, highlighting outcomes and opportunities.

WHO SHOULD PARTICIPATE

- Catering Sales Manager
- Sustainability Lead
- Executive Chef
- Banquet Manager

HOW TO USE

Attach this form to the catering/culinary board along with the BEO. Each department completes its section to capture a quick overview of what went well, what went to waste, and what can be improved. Use this information to strengthen client satisfaction, control costs, identify opportunities for reuse or donation, and provide to planners.

Customize this document to best meet the needs of your organization for maximum effectiveness.

TIP: Venues can incorporate this information into an existing recap if they already have a tool in place. Incorporating food waste metrics into this recap could help with identifying opportunities for food waste reduction and lessons learned to apply to future events.

Event Wrap-Up & Food Waste Summary

Identify where surplus occurred, assess recovery outcomes, and capture lessons to inform future events. This recap should be completed within 24 hours post-event by culinary, banquet, and stewarding leads, and shared with the planner contact.

Pre-Event

Event Information (Catering)

Event Name: _____

Date: _____

Service Type: Buffet Plated Reception Other

Guest Counts & Consumption (Culinary)

Final guaranteed guest count received prior to the event. Yes No _____

Specialty meal counts (e.g., vegan, gluten-free, etc.) confirmed. Yes No _____

Team Coordination Before Service (Event Team)

- Pre-event meeting covered service timing and portion strategy.
- Adjustments communicated between service, culinary, and stewarding.
- Shared findings with culinary and catering sales.
- Client or planner informed of surplus management approach.

Post-Event Reflections (Event Team)

Expected guests: _____ Estimated actual attendance: _____

Did any items run short during service? Yes No

List which ones: _____

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

Which foods were left uneaten on guest plates? _____

Did we put out more food than guests needed toward the end of service? Yes No

If yes, explain: _____

Waste & Recovery Outcomes (Add team assignment)

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) _____

Issues with donation or compost logistics? Yes No

If yes, explain: _____

What to Do Differently Next Time (Add team assignment)

Items to reduce or eliminate next time: _____

Practices that worked well to repeat: _____

Menu or setup changes to try next time: _____

Surplus Management (check all that apply) (Add team assignment)

- Used for next-day event
- Sent to Employee Dining Room
- Donated
- Composted

Other (Add team assignment)

Any planner or client feedback? _____

Anything else to note for improving future service, guest experience, or waste reduction? _____

Was the recap completed within 24 hours of the event? Yes No