

# Weekly Food Waste Meeting Prompts

## GUIDELINE

Review upcoming food waste prevention opportunities as a team during weekly planning meetings.

## WHO SHOULD PARTICIPATE

- GM
- Operations Director
- Catering Director
- Executive Chef
- Banquet Manager
- Sustainability Lead
- Catering Sales Manager

## HOW TO USE

Use these meeting prompts and incorporate them into weekly team meetings or weekly Banquet Event Order (BEO) meetings. Dedicate at least 5 minutes to discuss reducing food waste at events. Assign one person to facilitate and document action items. Rotate through the prompts below—you don't need to cover all of them every week, but address at least 3–4.

## Prompts

### Upcoming Events

- Are there low-risk events where we can test a new waste reduction strategy?
- Which events have complex service or large guest counts that increase waste risk?
- What two foods will we monitor this week for high waste?

### Design

- Have menu selections been designed to support waste reduction (e.g., flexible formats, manageable variety, cross-utilization)?
- Are donation or compost pickups scheduled and confirmed for this week's events?
- Do any events need additional compost bins or recovery support?

### Order

- Are we ordering based on confirmed guest counts and actual attendance from similar past events?
- Can we cross-utilize ingredients across multiple events this week?
- What was over-ordered last week, and are there ways we can incorporate that into this week's menus?

### Prep

- Looking back over the last week, what were the top foods overproduced or wasted—and why?
- Do we have portion specs or recipe guides for the food items that were overproduced last week?
- Are portion specs clearly communicated to all prep teams to reduce variation?

## Serve

- Are we over-prepping backup trays? Where can we scale back?
- Can we adjust station layouts to better match guest flow?
- Are our teams consistently consolidating food stations and maintaining smart replenishment levels?

**TIP:** Keep notes from each meeting. Use them to track progress and identify recurring issues that need systematic solutions.

## Eat

- Are employees briefed on what goes to donation, compost, staff meals, or landfill?
- Has the staff been trained on the menu items and allergen information for the upcoming menus?

## Improve

- Did all clients receive the post-event recap? Are we missing any information?
- Are there patterns in overproduction or underconsumption we need to address?
- What food was wasted last week that could have been reused or repurposed?

## Team Culture

- What's one food waste success story we can celebrate this week?
- Are there new team members who need training on waste reduction practices?
- What's one small behavior shift we want to test with the team this week?