



FOOD RESCUE PLAN – A Step-by-Step Overview for Event Managers & Planners

NOTE 1: A successful food rescue requires advance planning. This brief guideline will suggest checklist items to add to your planning process.

NOTE 2: A food rescue plan is a “contingency plan”; there is always a chance that you will NOT have food left over to donate, so avoid disappointment by letting key stakeholders know this in advance.

- Event Manager or Planner indicates desire to stage a food rescue; include in the RFP
- Negotiate contract clause that reflects agreement on what to do *IF* food is left over
- Identify local partner charity, contact and determine game plan, *IN CASE* there is food left over (generally shelters/soup kitchens for prepared foods, food pantries/food banks for packaged foods)
- Determine if partner charity has appropriate (e.g. refrigerated) truck or van and can pick up immediately after event OR secure alternate refrigeration/transportation arrangements
- Identify/appoint a Food Rescue Coordinator (FRC). Could be staff of planner, client, facility or charity
- Invite FRC to appropriate planning and pre-convention meetings
- Develop collection and logistics plan with FRC
 - Determine type/form of potential leftover food, if packaged, as in food show, if prepared, as in banqueting event, or if both, as in food festival, etc.
 - Determine if boxes or aluminum pans/lids will be needed, estimate number and who will supply
 - Print up brightly-colored stickers for “Food Rescue” to be applied to boxes, pans, etc.
 - Determine if any equipment (e.g. Queen Mary, carts, pallets) is needed at venue to collect food
 - Secure permission from facility for food rescue team to circulate event (security, catering, loading dock) and to stage truck (if required) at/near loading dock, service entrance.
 - Plan communications with head chef/vendors/purveyors/other chefs advising procedure for leftovers, where they will go, who they will benefit, language on Bill Emerson Good Samaritan Act
 - Please ensure that any necessary instructions/permissions are included in BEO
 - FRC plans volunteer needs and develops recruitment plan; can partner charity provide volunteers?
 - Plan for volunteers’ presence at event: i.e. parking, gathering point, dress requirements, credential requirements, name tags (suggest brightly-colored), meals or refreshments, if for an extended time
 - EXECUTE!!

Helpful Links:

- 1) Bill Emerson Good Samaritan Act and/or Other Legal Links that protect client & venue
<https://www.feedingamerica.org/about-us/partners/become-a-product-partner/food-partners>
- 2) How to locate food pantries in the area of your event (<http://www.foodpantries.org/>)
- 3) How to locate food banks in the area of your event (<http://www.feedingamerica.org/find-your-local-foodbank/>)
- 4) How to locate homeless shelters by zip code (<http://www.homelessshelterdirectory.org/>)
- 5) Updated tax incentive information (<http://www.feedingamerica.org/about-us/partners/become-a-product-partner/tax-benefits-for-your-company.html> and <https://www.refed.com/tools/food-waste-policy-finder/federal-policy/federal-tax-incentives>)

This Food Rescue Plan was created by the **Food Rescue Committee of the Sustainable Events Network, Florida & Caribbean**, a not-for-profit entity. We encourage your enthusiasm for food rescue! Should this document (or portions of it) be shared with others, please credit our committee and organization in order to increase awareness for our good work within the meeting and event industry. Thank you! **Website & Contact:** www.SENFC.org



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SUGGESTED RFP OR CONTRACT LANGUAGE:

Suggested by MeetGreen.com:

"Donate all leftover food to the degree possible within safety and health regulations, and the Good Samaritan Laws."

"Donate all table scraps to a local farm or compost – if a program is available or arranged for by Group."

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Suggested by Tyra W. Hilliard, PhD, JD, CMP:

"In the event that the Group's numbers for any food functions fall below the guaranteed numbers for which the Hotel purchased food, Hotel agrees to donate excess food to (name local charitable entity that will accept food donation) rather than allowing excess food to stay in inventory or go to waste. This clause applies for decreases in food and beverage guarantees that are realized after Hotel has already had to purchase food for anticipated number of food functions. Group recognizes that it will have to pay for excess food at the contractually agreed upon prices."