FOOD AND BEVERAGE

Checklist

- ☐ Confirm number of event participants to eliminate food waste
- ☐ Arrange bulk food services of condiments, beverages, snacks
- ☐ Order reusable linens, cutlery and dishes; use cloth napkins or if necessary compostable napkins
- ☐ Avoid unnecessary disposable items (e.g. coffee stir sticks or straws)
- ☐ If disposable items are unavoidable choose biodegradable / compostable products
- ☐ Request local, organic and seasonal foods
- ☐ Use Fair Trade, shade grown organic products such as coffee, tea, chocolate and cocoa
- ☐ Avoid using garnishes or use only edible garnishes
- ☐ If possible, enable delegates to pre-select menus (or even personalized meal portions) to reduce waste
- ☐ Offer vegetarian and vegan meals or options, as well as local beverages (mineral water, wines or beer, particularly those with established environmental programs)
- ☐ Minimise the quantity of meat products offered as the production of meat produces more GHG emissions than non-meat products
- ☐ Ensure meals and snacks are healthy and nutritious (e.g. fruits, vegetables, grains, and low-sugar, low sodium, trans-fat-free and unprocessed)
- ☐ Use drinking water from the tap when possible in refillable jugs
- ☐ Seafood should be certified as sustainably sourced
- ☐ Procure food products with minimal package and ensure that any packaging is recyclable
- ☐ Give preference to reusable ceramic or cork/wood coasters over disposable paper coasters
- ☐ Choose minimalist centrepieces and decorations that can be reused or used as prizes; encourage participants to take the items with them, eliminating waste
- ☐ Request that any other design features or décor items use materials that are both recycled and recyclable
- ☐ Ensure recycling and composting bins are well-marked and visible
- ☐ Consider a social enterprise catering service that can meet your needs while providing work for those with employment barriers
- ☐ Arrange for leftovers to be donated to local charitable organizations, eaten by hotel staff or composted
- ☐ Ensure food signage communicates the “sustainability” features of the food (e.g. Fair Trade, local, etc.)