



## INSTRUCTIONS FOR CONFERENCE AND EVENT ORGANISERS

### PRELIMINARY REMARKS:

1. This project obviously relates to events where a catering service at lunch and/or dinner is provided.  
For evening services, there could be problems in collection if the dinner finishes very late, as it may be difficult to deliver the food collected immediately to the charities that distribute it.
2. The type of event and its size should be assessed to see whether or not it is appropriate to collect surplus food (see Step 1).
3. It is recommended that the organiser raise the Client's awareness of the importance of not ordering too much food. It is usual for between 5% and 10% of the food prepared to be left over, excluding more "generous" special occasions.
4. There are many parties involved, and it is advisable to get them all to approve and sign up to the initiative:
  - Client
  - Organiser
  - Venue
  - Catering company
  - Non-profit organisation to collect the surplus food (Federcongressi&eventi has entered into an agreement for this purpose with non-profit organisations Banco Alimentare and EquoEvento).

## STEPS TO BE FOLLOWED:

1. Assessment of the event and catering service.  
It is recommended to consider food collection for events with a minimum of 100 participants.
2. Inform the Client and ask for its authorisation, and seek to involve it in the social initiative (see also under “Help us not to waste food”).  
Ask the Event Manager if he/she has any suggestions with regards to possible destinations for the collected food (a charitable activity near the event venue). This destination must however be assessed and approved by the non-profit organisation responsible for the collection.  
  
Select and inform the catering company of the plan to collect surplus food for a good cause according to the procedure prepared by Federcongressi&eventi in agreement with non-profit organisations Banco Alimentare and EquoEvento.  
  
Provide the necessary information (Guidelines for catering, etc.), which can be downloaded from <http://www.federcongressi.it/pagine/foodforgood.php>.
3. Ask the catering company to assess with the venue hosting the event if there is any useful equipment to help store the food, such as refrigerators and blast chillers.
4. Contact Federcongressi&eventi’s national office for the contact details of the partner non-profit organisation based in the region where the event is being organised, which will collect the surplus food.
5. It is advisable to contact F&E as soon as possible, at least 30 days if possible before the date on which food collection will start, and to put the catering company in direct contact with the non-profit organisation.
6. Consider whether or not to publish the initiative’s logo and some brief notes and explanation of it on the event’s website and programme.
7. At least 15 days before the event, inform the non-profit organisation and catering company of the times that the collected food should be picked up (indicate the time at which the catering service finishes).
8. A few days before the event, ask the non-profit organisation for the name and mobile number of the person picking up the food.
9. On the first day of surplus food collection, it is recommended that a member of the event organising staff supervises contact between the catering company and the non-profit organisation, and the collection of the food.

## **NOTES TO BE PUBLISHED ON THE EVENT'S PROGRAMME AND WEBSITE:**

Logo FOOD FOR GOOD From meetings to solidarity

### THE INITIATIVE

The Food for Good Project is promoted by Federcongressi&eventi in partnership with non-profit organisations Banco Alimentare and EquoEvento, and consists in collecting surplus food from event catering services, and delivering it immediately to organisations and associations that help people in need.

It costs practically nothing to avoid having to throw away cooked but uneaten food, apart from minimal effort from the event organising and catering staff. The co-operation of the people attending conferences and events is also very important in optimising consumption and avoiding waste.

### HELP US NOT TO WASTE FOOD

1. Any food left over on your plate will be thrown away. Help us not to waste it.
2. If you do not like or are allergic to any food, read the menu carefully or ask the waiters before serving yourself.
3. It is better to take two half portions and eat them, than to take a whole portion and leave it.