**Sustainable Food & Catering Plan – Guidance & Template**

This document is part of the Special Olympics Europe Eurasia Sport Environmental Sustainability Framework guidance to support event organizers to:

* Prioritize the use of environmentally friendly food and beverage suppliers
* Promote the responsible sourcing of local, seasonal, low-meat (vegetarian and vegan), healthy, organic food and beverage

**Key Guidance**

This plan compliments the waste management plan. There are three key parts of this food and catering plan:

* Sourcing
* Packaging
* Waste management

Further information can be found by contacting Colin Kenny, Senior Manager of Projects and Grants at SOEEF, ckenny@specialolympics.org.

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**Key Contacts**

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| --- | --- | --- |
| **Name** | **Role** | **E-mail Address** |
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|  |  |  |

# Introduction

[Provide overview of the event – include the event title, location and reporting period].

Food is a key operational and impact area, as well as being a key engagement point on-site with our staff, suppliers/contractors and fans. To clearly outline our commitment to sustainable catering, we have developed this Sustainable Food & Catering Plan. This plan sets out key principles and minimum requirements we can expect from all catering at our event, covering food and drink sourcing, waste management, menu planning, staff travel, reporting and communications. Food waste management is as integral to this plan as food source - according to GEO 2024, as much as 30% food produced globally ends up in waste. This plan compliments the wider waste management plan.

# Key Initiatives and Challenges

The key sustainable food and catering initiatives for the event are:

* [Insert sustainable catering initiatives across sourcing, packaging and waste management – for example:
* Limiting food waste through menu design and planning
* Provision of plant based options throughout the event (~30% vegetarian options, ~5% vegan options)
* Food donations to local food banks
* Use of compostable sandwich packaging
* Using signage to highlight local and more sustainable options to fans
* Provision of drinking water fountains to eliminate the need for plastic water bottles]

The potential challenging areas for sustainable food and catering are:

* [Insert challenges for sustainable food and catering – for example:
* Local cuisine is meat-heavy
* Shortage of local suppliers
* Lack of sustainable packaging options from suppliers
* Inability to install drinking water fountains at the venue]

# Data collection and post-event reporting

Food and catering data will be reported to event organizers by [insert person responsible for reporting] as soon as possible after the event.

The below types of data will be collected:

* Total number of meals provided across the event, split by meal type (red meat, white meat/fish, vegetarian, vegan) and group (athletes, hospitality, fans)
* Disposal and distribution of leftover food / food waste - volumes if available, % of leftover food donated, including name and description of food donation program
* % of sustainable packaging used
* [Number of single use plastic water bottles provided
* % of local ingredients
* Innovative catering measures in place]

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