

# 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 charity, contact charity 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 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 other 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 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.law.cornell.edu/uscode/text/42/1791>) ; (<http://www.feedingamerica.org/ways-to-give/give-food/become-a-product-partner/protecting-our-food-partners.html>)
- 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://healthyfoodbankhub.feedingamerica.org/wp-content/uploads/mp/files/tool\\_and\\_resources/files/feeding-america-2016-food-donation-tax-law-changes.pdf](http://healthyfoodbankhub.feedingamerica.org/wp-content/uploads/mp/files/tool_and_resources/files/feeding-america-2016-food-donation-tax-law-changes.pdf))

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