



Memo to Food Vendors

Notes:

Use this template to communicate your waste reduction and diversion initiatives to your vendors/caterers. Personalize the memo by filling in the highlighted sections with specifics about your event and policies

A few notes on the template:

- Wording **highlighted in yellow** indicates places to put in specifics about your event, such as the name of your event
- Wording **highlighted in green** is a placeholder for you to insert information about your policies for your event – think through what you will require vendors to do and what the consequences will be for non-compliance (and make sure you monitor and enforce these rules).

For this year's **[event name]** we are working on decreasing our environmental footprint by reducing the amount of waste we send to the landfill.

To be successful, we need your help. **Vendors/caterers** are such an important part of an event like ours and we are excited to make our event greener with you.

This year, we **require:**

- **Use of the recycling and composting bins for acceptable items (see attached Waste & Recycling Pocket Guide).**
- **Garbage bins used for things that cannot be recycled or composted.**
- **No foam containers or foam packaging (including Styrofoam) may be distributed.**
- **Bottled water will not be permitted to be sold or distributed.**
- **All surplus edible food (according to AHS guidelines) will be donated. We are partnering with **[insert name of food rescue organization]** to ensure that this food is not wasted. Please take all surplus edible food donations to the designated storage location (refer to Site Map) after the event so that the food rescue volunteers can pick it up.**
 - **Surplus edible food donations do not include leftover food that has been plated and served, or prepared food that has been in the temperature danger zone for 2 hours or more.**
 - **AHS Guidelines are found here:**
<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-guide-distribution-donated-food.pdf>

OR

- **We strongly encourage you to donate all surplus edible food. If needed, there are several food rescue organizations that can help you to ensure that this food isn't wasted. Check out the City of Calgary's [Know Before You Throw](#) search tool for information on these organizations.**

Vendors who fail to meet the above requirements will be required to cease operations until compliance is achieved.

This year, we **recommend:**

- **Providing foodware that is certified compostable – look for these symbols on the packaging as they are certified to breakdown during the composting process.**



- We will be providing compost bins so this foodware can be composted!
- Don't forget about small foodware items like sauce cups and straws – these should be certified compostable, too.
- Skip items that aren't necessary to provide (e.g. napkins, stir sticks, cutlery, straws) or provide them by request only.
- Offer condiments in bulk instead of in single-serve packaging.

Keep in mind that these recommendations could become requirements to participate in our event in the future, so try them out this year and then you'll have a jump on the competition!

If you have any questions or concerns whatsoever, please contact [vendor coordinator] at [phone number] so we can help!

[Attach final version of Waste & Recycling Pocket Guide]