



University of
Strathclyde
Glasgow

CONFERENCING & EVENTS FOOD WASTE MANAGEMENT

Conferencing & Events: Reducing and Preventing Food Waste

We are committed to running events in a sustainable way. This includes working with clients to prevent food waste wherever possible.

Why reducing food waste matters

- In Scotland, around 106 million meals are thrown away each year. This is 1 in every 6 meals served.
- In 2018, food waste in the UK hospitality and food service sector cost over £3.2 billion.
- Research by Lime Venue Portfolio shows that the average event wastes 15–20% of the food prepared.

University staff can help reduce this waste by carefully considering what food is ordered and how much is needed.

How you can help reduce food waste

Before the event

- Provide a realistic estimate of delegate numbers when you make your booking.
- Keep us updated if numbers change during the planning process.
- When you confirm your final numbers (usually 7 days before the event), you may be able to:
 - Reduce the amount of food prepared
 - Reduce your overall costs

In the week before the event

- Even after final numbers are confirmed, please keep your Event Manager informed about expected attendance.
- Although ingredients will already have been ordered, we can still reduce waste by:
 - Donating food on your behalf to the [University of Strathclyde Foodbank Society](#), or
 - Donating to one of our approved food redistribution partners, such as [Launch Foods](#)

On the day of the event

- If fewer people attend than expected, tell a member of the Catering team as soon as possible.
- In some cases, food that has been prepared but not yet cooked can be kept safely and donated to:
 - [University of Strathclyde Foodbank Society](#), or
 - An approved redistribution partner such as [Launch Foods](#)

After service

- You may choose to serve all food ordered and allow delegates to take leftover food away.
- Before this can happen:
 - A Food Safety Disclaimer form must be signed by the client's representative
 - By signing, you accept responsibility for food safety
- Your Event Manager can explain which items are eligible and provide further guidance.

- [1] Zero Waste Scotland, The ultimate guide: How to reduce food waste in the hospitality and food service sector. Available [here](#)
- [2] WRAP (2020) UK progress against Courtauld 2025 targets and US Sustainable Development Goal 12.3. Available [here](#)
- [3] Lime Venue Portfolio, FORO: Food wastage and the fear of running out. Available [here](#)