



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

## GREEN TIP #48:

April 2014

### Food for Thought

Generally when there is a meeting there is some type of food, but do you know what happens to all of the food that is not eaten? If your event is being catered it will often end up in the garbage. This will happen even if the food is in good shape or has not been touched. To prevent a large amount of food wastage carefully plan how much food you will be ordering at your next meeting.

The first step to planning how much food to order is to check how many people will be coming. Try to get people to RSVP before you order so you do not order for too many people.

Order food that most people will eat. Unless you know beforehand order food that most people will eat. This might mean sacrificing trying that new exotic dish but it will prevent all of the food ending up in the garbage if no one eats it. Also try to find out if people have special dietary needs. If you have a lot of vegetarians there is no point ordering a lot of meat.

Order food appropriate for the meeting. If you are having a breakfast meeting you will want more food than if you are meeting in the afternoon. Depending on the time of day you might not even need to order any food. Try and plan meetings at these times when you can simply serve coffee, tea and water.

Finally if you can have a potluck. Potlucks are a great way to feed people without spending a lot of money or having a lot of waste. You can ask people to bring their own plate and cutlery or tell people to only bring food that people can eat with their fingers. When the meeting is over many people will take any leftover food if it is there in dishes as well.

Whatever your choice to do your part to make sure that your next meeting is not a feast for the garbage can.



*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*