

FREE FOOD ALERT

AT CHAPMAN UNIVERSITY

**HELP REDUCE FOOD WASTE FROM EVENTS BY HOSTING
FREE FOOD GIVEAWAYS**



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***It is your responsibility as a giveaway host to
provide accurate information for the alert
and ensure the quality and safety of any
food given away***

Please carefully review the following slides to
ensure you carry out your responsibility.

Free Food Alert Giveaway Duration

- Giveaways should last for a minimum of 15 minutes and maximum of 30 minutes
- While there are options in Free Food Alert to have your giveaway last for up to one hour, please do not exceed **30 minutes** for the length of your giveaway

Failure to comply with this limit will result in your removal as a giveaway host

Prepare Your Event Space for a Free Food Giveaway

- If you plan to host a free food giveaway in the case that your event has leftover food, allot the amount of time needed for a giveaway in your 25 Live reservation

Example: I am planning to book Argyros Forum 209A for an organization meeting from 9-11AM. We are catering Sodexo breakfast, and I anticipate that we may have some leftovers if attendance is low. I extend my event booking to 11:30AM in case I am able to host a free food giveaway.

- When setting the duration of your free food giveaway, make sure to select a time that is within the duration of your 25Live reservation

Example: My meeting in Argyros Forum 209A ran long and did not end until 11:10. We have leftover breakfast burritos that I would like to give away. Keeping in mind that I only have the room booked until 11:30, I set the duration of my giveaway to 20 minutes so that the giveaway ends at 11:30.

Know Your Giveaway Host Responsibilities

- Remain onsite at event location for entire duration of giveaway
- During giveaway, encourage attendees to consume food right away or refrigerate properly
- Monitor food quantities throughout giveaway and end giveaway early if food runs out
- At the end of the giveaway, ensure that any leftover food and service ware is disposed of and area is left clean

Failure to fulfill these responsibilities will result in your removal as a giveaway host

Prepare Your Giveaway Details



- Sodexo menu items that are vegan, vegetarian, or gluten free are always noted on each catering order
- For information on additional allergens, please request this in the special instructions box when placing catering order
- Include **any and all** allergens that menu items contain in your giveaway details
- Specify which menu items meet certain dietary restrictions in the “menu” section of your giveaway

Example: I plan to host a food giveaway if there is leftover food after my event. When placing my catering order, I request additional allergen information so I can include this in my giveaway details if needed. When I host my giveaway, I checked the “gluten free” and “peanuts” boxes, so in the Notes section I add the following details: “The chicken wraps are gluten free, and the Thai noodle dish contains peanuts”

Special Dietary Option(s)

- ☐ Vegan
- ☐ Vegetarian
- ☐ Gluten Free
- ☐ Kosher
- ☐ Halal

Allergens

- ☐ Milk
- ☐ Eggs
- ☐ Fish
- ☐ Crustacean Shellfish
- ☐ Tree Nuts
- ☒ Peanuts
- ☐ Soybeans
- ☐ Sesame
- ☐ Wheat
- ☐ Other Allergen(s)
- ☐ No Known Allergens

Menu



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Prepare Your Giveaway Details

- Include the following note in the “Notes” section of your giveaway. ***“Please bring your own containers and utensils.”*** Giveaway attendees will not be permitted to remove reusable china from the event site.
- If the service ware you are offering at your event is disposable, consider ordering a slightly higher number of items than needed for your event when placing your catering order to account for items needed for giveaway attendees.

Free Food Giveaway Best Practices

- Before hosting a giveaway, determine if the leftover food at your event is a good fit for the program

Example: My event included a build-your-own salad bar. While we have some leftover items, it will be difficult for attendees to make grab-and-go salads because we do not have any disposable service ware to give attendees. I decide not to host a giveaway and instead put all the leftover items into one large disposable tray, bring this back to my office to store in the refrigerator, and offer this to my coworkers to enjoy at the office or take home.

Free Food Giveaway Signage

- Free Food Giveaway signage should be posted outside of room where giveaway is taking place or on table where food is.
- Download a PDF of the sign [here](#) to print for your event.

FREE FOOD GIVEAWAY IN PROGRESS

*Please help yourself to some of
the extra food from our event.*



*Sign up to receive
alerts for future Free
Food Giveaways*



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