

Q&B Catering Guidelines

Q&B gatherings usually provide food and drink to participants. Though this is by no means essential, it always proves welcome. Bear in mind that while not all Q&B members are vegetarian, Q&B events usually are.

This note outlines what to consider if you are providing catering for a Q&B event yourself rather than using a caterer. One thing to remember is that it is not possible to do everything single-handedly; you are likely to need the help of others on the day itself.

Prior to the event

- Who will purchase the food and drink? When will this be done, and from where?
- How will you store the food prior to and during the event? (For example, is there a fridge and/or freezer?)
- Where will you serve the food? (Are there tables or counters where participants can serve themselves?)
- What drinks do you intend to provide, and when? (Consider both cold and hot; tea, coffee, fruit juice, etc. Are you offering them at breaks as well as lunch? What about before and after the event?)
- How will you make hot drinks? (Is there a water boiler? A single kettle is unlikely to be sufficient.)
- What plates and cutlery do you need? Are there sufficient numbers? Will these be disposable? (If they are, are they as environmentally sound as possible? Do you have receptacles for the trash that will be generated?)
- What are the participants' food preferences/allergies? (Have these been flagged when participants sign up?)

Food provision

- At what points will you be providing food? (Prior to the event/at the breaks/lunchtime/after the event?)
- Lunch: What are the options for lunch? Sandwiches are popular as they are easy to serve and store. Will these be purchased or made? Will you also provide salads, fruit, or snacks such as crisps?
- Breaks etc.: Biscuits are easy to serve and store. Will you also provide fruit, cakes, chocolates, etc.? (You will need to take into account whether or not there is a fridge and where this is located.)
- How environmentally sound and sustainable is the food and drink provided?

On the day

- Who will place the food on the serving plates/bowls so that it is accessible to participants? (The biscuits need to be taken out of the packets, the crisps in the bowls, salads made, etc.)

- How and when will the lunch be served? (The lunch needs to be ready prior to the official start of the lunchtime. Who will make sure it's ready?)
- Who will serve drinks and when will this be done? Or is it purely self-service?
- Who will clear up after lunch and at the end of the day?
- How will you dispose of the waste?