

SAMPLE AGENDA FOR FOOD RESCUE ASSESSMENT STAKEHOLDER MEETING

AGENDA

Goal: to update local stakeholders on the result of our food rescue landscape assessment and get feedback on recommendations and next steps.

- 12:00 Welcome
- Overview of lead organizational food waste initiative (5 minutes)
 - Overview of city partnerships/goals related to food waste (5 minutes)
 - Context for assessment (5 minutes)
- 12:15 Participant introductions (10 minutes) – Name, organization ONLY
- 12:25 Review survey findings (5 minutes)
- 12:30 Review methodology, report findings and recommendations, discussion (35 minutes) and Q&A (15 minutes)
- 1:20 Small group breakouts (30 minutes - introduce exercise and table facilitators)
- 1:50 Next steps and wrap-up (10 minutes)
- 2:00 Adjourn

SMALL GROUP BREAKOUTS

Table Facilitators: as needed depending on group and table size.

- Form groups of 6-8 people.
- Individually – take several minutes to review recommendations and identify the 4 you view as highest priority for follow-up and mark that on your handout.
- Round Robin – each individual shares their top priorities with the group with table facilitators keeping a tally of the priorities identified.
 - On back of recommendation page, participants can record any confidential feedback they don't want to share more broadly or other ideas/omissions.
- As a group, discuss the priorities identified and try to arrive at a consensus.
- Table facilitator tracks the 4 recs mostly commonly identified as top priorities by participants and indicates them on the facilitator's own sheet.
- Back in the plenary, do very brief report outs on Top 4 recommendations.
- Table facilitator collects participants' handouts.
- Collect tally sheets from all tables at the end.

