



The Party's Over

The party is over, and it's time to call it a day. The final dessert has been served, the meeting is over and your attendees are ready to return home. Although you won't be serving any more meals at the meeting, your food and beverage responsibilities aren't quite complete. You still must compile post-convention reports, review the final bill and, if you've chosen to donate leftover food, make sure the donation is completed smoothly.

Post-Con Reporting

Accurate post-convention reporting is essential if you want to use your meeting's history at the negotiating table for future meetings. It's a good idea to develop a post-con report that can be used as a template again and again. This report should list all the concessions or cost-saving items that you were able to negotiate. Don't forget to include tax-exemption, especially if you're planning association events, as associations can be eligible for tax savings in many states. Also, if your organization has affiliate or in conjunction with (ICW) functions, don't forget to track the F&B spending for these events, too, since that information will be essential for future F&B negotiations.

See the following page for a few of the components of a sample post-con food and beverage report.

Final Bill Reconciliation

Although you will always have to look at a final bill, you can minimize headaches by reviewing a bill after each food and beverage event, making sure it is correct while the event is fresh on your mind. Count empty seats if you're paying per person and count leftover F&B items if you're paying on consumption. Make sure you will only be billed for what was agreed in your contract.

One Experient planner says that while on site, she reviews the bills every day, comparing them to her backup banquet event order. If the bill meets her satisfaction, she signs it and returns it to the hotel. When the hotel sends the final bill after the meeting is over, she asks them to send back her signed copies so she doesn't have to review them all over again.

FOOD & BEVERAGE REPORT

These examples are just a few components of a much larger template that contains information on each F&B function and a total.

DAILY TOTALS	Net Total	Service Charge	Subtotal	Taxes	Gross		
Saturday, July 30, 2005	\$213.50	\$40.57	\$254.07	\$14.86	\$268.93		
Sunday, July 31, 2005	\$29,845.32	\$5,670.61	\$35,515.93	\$2,077.68	\$37,593.61		
Monday, August 1, 2005	\$57,684.65	\$10,960.08	\$68,644.73	\$4,015.72	\$72,660.45		
Tuesday, August 2, 2005	\$61,278.48	\$11,642.91	\$72,921.39	\$4,265.90	\$77,187.29	Service Charge Hilton	19%
Wednesday, August 3, 2005	\$21,325.98	\$4,051.94	\$25,377.92	\$1,484.61	\$26,862.52	Service Charge Center	19%
GRAND TOTAL	\$170,347.93	\$32,366.11	\$202,714.04	\$11,858.77	\$214,572.81	Taxes	5.85%

Event # 315: Sunday, July 31, 2005							
Event Name	Anticipated #	Room Assign.	Location				
Leadership Reception	300 ppl	Georgetown	Center				
Menu Item Description	QTY	Price	Net	19% Service Charge	5.85% Tax	Gross	
Spree of Brie—Warm brie en croûte fresh raspberries and Chambord	100.00	pp	\$5.00	\$500.00	\$95.00	\$34.81	\$629.81
Sushi Display—Tuna, yellow tail and salmon displayed maki and sashimi style, with California rolls, pickled ginger, wasabi and soy sauce	300.00	ea	\$6.00	\$1,800.00	\$342.00	\$125.31	\$2,267.31
Jumbo shrimp on ice w/cocktail sauce, tabasco	900.00	ea	\$4.75	\$4,275.00	\$812.25	\$297.60	\$5,384.85
Antipasto Bar—Assorted Italian meats and cheeses to include: prosciutto, pepperoni, salami, provolone and fontinella cheese, crackers, focaccia bread, pepperoncini, Italian black and green olives, roasted peppers, marinated mushrooms and artichoke hearts, buffalo mozzarella cheese with sun-dried tomatoes, sliced ripe tomatoes, Italian herbs and olive oil	200.00	pp	\$12.00	\$2,400.00	\$456.00	\$167.08	\$3,023.08
Pasta Station: Fusilli or three-cheese tortellini with choice of tomato basil marinara or pesto alfredo sauce with parmesan cheese, red pepper flakes and garlic baguettes	250.00	pp	\$14.00	\$3,500.00	\$665.00	\$243.65	\$4,408.65
Beef empanadas with chipotle sauce	400.00	ea	\$3.75	\$1,500.00	\$285.00	\$104.42	\$1,889.42
Phyllo-wrapped sea bass w/roasted corn sauce	400.00	ea	\$4.00	\$1,600.00	\$304.00	\$111.38	\$2,015.38
Coconut chicken w/orange horseradish sauce	400.00	ea	\$3.75	\$1,500.00	\$285.00	\$104.42	\$1,889.42
Arugula and wild mushroom potsticker	400.00	tba	\$4.25	\$1,700.00	\$323.00	\$118.35	\$2,141.35
Mixed nuts	2.00	bwl	\$30.00	\$60.00	\$11.40	\$4.18	\$75.58
						Event Total	\$23,724.85

Event # 102 (PM Refreshment): Sunday, July 31, 2005								
Event Name	Anticipated #	Room Assign.	Location					
ABC Training	23	Williamsburg	Hilton					
Menu Item Description (see below)	QTY	Price	Net	19% Sv. chrg	Subtotal	5.85% Tax	Gross	
Total Per Person Price	25	pp	\$11.00	\$275.00	\$52.25	\$327.25	\$19.14	\$346.39

Ice Cream Parlor Break: French vanilla, double dutch chocolate and flavor-of-the-day ice cream served with strawberry, hot fudge and caramel sauces, crushed Oreo® cookies, pecans, whipped cream, sprinkles and maraschino cherries. Assorted soft drinks and bottled waters and regular and decaffeinated coffee and herbal teas.

Food Donation

Up to one-fifth of America's food goes to waste each year, with an estimated 130 pounds of food per person ending up in landfills. The annual value of this lost food is estimated at around \$31 billion. But the real story is that, according to U.S. Department of Agriculture data, roughly 49 million people could have been fed by those lost resources. Rather than throwing away leftover food at your meetings and events, your organization can help lessen the hunger problem through food donation. A variety of food rescue organizations such as America's Second Harvest are available to work with you to make your food donation easy and safe.

The Good Samaritan Act

When citizens volunteer their time and resources to help feed hungry people, they are rightfully concerned that they are putting themselves at legal risk. Fortunately, federal legislation provides uniform national protection to citizens, businesses, and nonprofit organizations that act in good

faith to donate, recover and distribute excess food, in the event that the product later causes harm to its recipient.

The Bill Emerson Good Samaritan Food Donation Act became permanent law in 1966. The act is designed to encourage the donation of food and grocery products to nonprofit organizations such as homeless shelters, soup kitchens and churches for distribution to needy individuals. While exceptions are made for gross negligence, the law states that test groups will not be subject to civil or criminal liability. More specifically, the law protects individuals, corporations, partnerships, organizations, associations, governmental entities, wholesalers, retailers, restaurateurs, caterers, farmers, gleaners, nonprofit agencies and others.

The Emerson Act provides protection for food and grocery products that meet all quality and labeling standards imposed by federal, state and local laws and regulations, even though the food may be not readily marketable due to appearance, age, freshness, grade, size, surplus or other conditions.

You may obtain a copy of the law by contacting the Network for the Needy at the Professional Convention Management Association at (312) 423-7232.

For more information about food donation, contact America's Second Harvest, which has a network of more than 200 member food banks and food-rescue organizations, at www.secondharvest.org.

Hold Harmless and Indemnity Agreement

In addition to relying on protection from the Good Samaritan Law, include a Hold Harmless and Indemnity Agreement in your contracts with the facility that will donate the food and the agency that will collect the food to ensure protection from liability. If you are interested in donating food, it is important that advance arrangements be discussed and agreed to with the hotel and recipient of the food.

The sample agreement below can be customized for your organization and the facility any time you wish to donate leftover food.



Sample Hold Harmless and Indemnity Agreement

To the extent permitted by law, the undersigned agrees to protect, indemnify, defend, and hold harmless the (name of hotel and association or corporation) and their respective employees, agents, and members against all claims or damages to people or property, government charges or fines, and costs (including reasonable attorneys' fees) arising out of or connected with the removal of food items donated to (name of organization) and its affiliates, including, but not limited to, the installation, removal, maintenance, occupancy, or use of hotel premises, or a part thereof, by the patron, any guest invitee, agent of the patron, or any independent contractor hired by the patron.

Food being removed from (name of convention site) on behalf of (association or corporation) is the sole property of the (name of recipient) to be disposed of at its own discretion.

Name of Organization: _____

By: _____

Title: _____

Date: _____