

CATERING PLAN TEMPLATE

European Athletics EVENT

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1. General rules

This catering plan is to summarise the food options all the groups will have during the event. However, anything related to hospitality and official functions should be in the dedicated plans and not in this document.

For all the groups, menus, price, access control, voucher (if any) design, etc. should be approved by European Athletics. In case vouchers are used for the event, the LOC is responsible for designing and producing them.

Around one month before the event, European Athletics will give an estimated number of the EA-payer (and LOC-payer if the LOC needs it) people who will eat at each of the eating locations. This is in order for the LOC to have an idea of the needed quantities, but also to have the vouchers (if any) printed accordingly.

In case of vouchers being printed, the vouchers payed by European Athletics should be given to the catering responsible person from European Athletics upon arrival. European Athletics will prepare all those that are EA-payer before the guests arrive. Those will collect them at the same time as their accreditation. It is recommended the LOC does the same.

On the voucher, who is paying should be indicated (with colour, name, or logo), the location where the voucher is to be used as well, the date can also be indicated, and what is included should be shown on the voucher. The price should not be on it.

For EA-payer vouchers, at the end of each day, the LOC should get the number of meals taken and share it with European Athletics for approval. Payment will be done after the event based on the collected vouchers.

Some of the different groups will also be invited to social functions. In that case, no meal voucher/access should be provided to them when a function is taking place for which they are invited. In case they cannot go, they should be able to ask the LOC for a meal voucher/access instead.

The key thing to satisfy people having meals (despite the quality) is not to make them wait. Especially for working people. Ideally, buffet style meals should be offered. If a menu is offered, it should change every day.

1. Catering groups

The following chapter will go through every group/category we aim to cater for and gives an overview of where and when catering will be provided.

The expected numbers of people for each group are the following:

|  |  |  |
| --- | --- | --- |
| **Groups** | | **Expected numbers** |
| VIPs | |  |
| EA Staff | |  |
| EA Officiating Persons | |  |
| EA Service Partners | |  |
| LOC Staff | |  |
| Volunteers | |  |
| Media | Press |  |
| International Broadcasters |  |
| Host Broadcasters | |  |
| Teams | |  |
| National Officials | |  |
| Young Leaders (ECH only) | |  |

* 1. VIPs (EA Family & LOC Family)

The VIPs is a group of officially invited guests - either by European Athletics or the LOC.

Some of these guests will have full board accommodation while others will be self-payer.

When being accommodated, most of the guests will be staying at the VIP\_HOTEL\_NAME, whether they have full board accommodation paid by EA or the LOC, or not.

**Vouchers delivery / Access**

Will the access be with a QR-code/barcode at the VIP restaurant? YES/NO

If No, for guests the LOC pays for, some meal vouchers[[1]](#footnote-1) will need to be prepared and provided to those guests. The process to prepare and give these will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Off-competition days

Below is the organisational structure and contact details (email and phone number of the managers and/or coordinators).

During off-competition days (from DATE[[2]](#footnote-2) to DATE, and from DATE[[3]](#footnote-3) to DATE included) there are VIPs guests who will be entitled to full board catering.

Breakfast, lunch and dinner will be available at the VIP\_HOTEL\_NAME.

Buffet at the VIP hotel can be organised for lunch and dinner starting from NUMBER persons.

Below are the details about content and process.

**Breakfast**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

**Lunch**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[4]](#footnote-4) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * A glass of wine, or a beer, or a soft drink * Tea or coffee | | | | | |
| Price (in euros) |  |  |  |  |  |  |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

**Dinner**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[5]](#footnote-5) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * A glass of wine, or a beer, or a soft drink * Tea or coffee | | | | | |
| Price (in euros) |  |  |  |  |  |  |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

* + 1. Competition days

During competition days (which can go from 1 to 6 – to specify in the tables above), VIPs, for whom European Athletics or the LOC are paying their meals, will have their lunch and/or dinner at the EA Club when there is hospitality organised. Otherwise, they will eat at the VIP hotel.

In case a LOC-payer VIP cannot reach the EA Club in time for their meal, they are entitled to ask for a meal voucher/access to the VIP hotel restaurant at the VIP hotel information desk instead.

**Breakfast**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

**Lunch**

* **Option 1: VIP Hotel**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

* **Option 2: European Athletics Club**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **D1**  **DD.MM** | **D2**  **DD.MM** | **D3**  **DD.MM** | **D4**  **DD.MM** | **D5**  **DD.MM** | **D6**  **DD.MM** |
| Opening hours |  |  |  |  |  |  |

**Dinner**

* **Option 1: VIP Hotel**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

* **Option 2: European Athletics Club**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **D1**  **DD.MM** | **D2**  **DD.MM** | **D3**  **DD.MM** | **D4**  **DD.MM** | **D5**  **DD.MM** | **D6**  **DD.MM** |
| Opening hours |  |  |  |  |  |  |

* 1. European Athletics Staff

The EA Staff is a group made of working people from European Athletics. All their expenses (except personal ones) are covered by European Athletics. They will all have full board accommodation at the VIP hotel.

Since working at the competition venue, meal options on site will have to be provided as an alternative.

EA Staff will be invited to the official EA-LOC lunch/dinner. Usually, most of them will attend but some might not and will eat at the VIP hotel or at the venue.

**Access**

Will the access be with a QR-code/barcode or a meal voucher at the venue restaurant(s)? Code/Voucher

Breakfast will be at the same location as VIPs and therefore will be with the same opening hours.

* + 1. Off-competition days

For EA staff, the off-competition days can start quite early and will need to be operational from the first day of arrival: from DATE to DATE, included. Breakfast, lunch and dinner will be available at the VIP\_HOTEL\_NAME.

In addition, options for lunch should be offered at the competition venue before the event starts.

Below are the details about content and process.

**Lunch**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-5**  **DD.MM** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[6]](#footnote-6) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * Tea or coffee | | | | | |
| Price (in euros) |  |  |  |  |  |  |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

**Dinner**

**At the VIP Hotel**

The details are the same as for the VIPs.

* + 1. Competition days

During competition days European athletics Staff will eat at the VIP hotel, at the competition venue, or at the EA Club when there is hospitality organised. It will differ based on people’s job and availabilities, as well as competition timetable.

**Lunch**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

**Dinner**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

* 1. European Athletics Officiating Persons

The EA Officiating Persons are international officials appointed by European Athletics and with full board accommodation to be covered by the LOC. They will all have full board accommodation at the VIP hotel.

Since working at the competition venue, meal options on site will have to be provided as an alternative.

EA Officiating Persons will be invited to the official EA-LOC lunch/dinner. Usually, most of them manage to attend.

**Vouchers delivery / Access**

Will the access be with a QR-code/barcode at the VIP restaurant? YES/NO

If No, LOC-payer meal vouchers[[7]](#footnote-7) will need to be prepared and provided to them. The process to prepare and give these will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Breakfast will be at the same location as VIPs and therefore will be with the same opening hours.

* + 1. Off-competition days

EA Officiating Persons should have the same catering offers as the EA Staff. Breakfast, lunch and dinner will be available at the VIP\_HOTEL\_NAME.

In addition, options at the competition venue for lunch should be offered at the competition venue before the event starts.

Below are the details about content and process.

**Lunch**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

The details are the same as for EA Staff for off-competition days: YES/NO

If No, please add the same table as EA Staff for off-competition days with the relevant information.

**Dinner**

**At the VIP Hotel**

The details are the same as for the VIPs.

* + 1. Competition days

During competition days European athletics Officiating Persons will eat at the competition venue, the EA Club, or at the VIP hotel based on the competition timetable, and EA Club opening hours and capacity.

In case an EA Officiating Persons cannot go to the venue they were given a voucher/access for/to, they are entitled to ask for a meal voucher/access to another location at the VIP hotel information desk.

**Lunch**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

The details are the same as for EA Staff for off-competition days: YES/NO

If No, please add the same table as EA Staff for off-competition days with the relevant information.

**Dinner**

* **Option 1: VIP Hotel**

The details are the same as for the VIPs.

* **Option 2: Competition venue**

The details are the same as for EA Staff for off-competition days: YES/NO

If No, please add the same table as EA Staff for off-competition days with the relevant information.

* 1. European Athletics Service Partners

The EA Service Partners are service staff appointed by European Athletics’ technical partners and with full board accommodation to be covered by the LOC. They will all have full board accommodation at the EA service Partner hotel and/or at the competition venue.

**Vouchers delivery / Access**

Will the access be with a QR-code/barcode at the TP restaurant? YES/NO

Will the access be with a QR-code/barcode at the competition venue restaurant? YES/NO

If No, LOC-payer meal vouchers[[8]](#footnote-8) will need to be prepared and provided to them. The process to prepare and give these will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Off-competition days

During off-competition days (from DATE[[9]](#footnote-9) to DATE, and from DATE[[10]](#footnote-10) to DATE included) breakfast and dinner will be available at the EA\_SERVICE PARTNER\_HOTEL\_NAME. Lunch should be at or near the competition venue. It can also be at the TP’s hotel if close.

Below are the details about content and process.

**Breakfast**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

**Lunch**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[11]](#footnote-11) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * Tea or coffee | | | | | |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

**Dinner**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[12]](#footnote-12) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * A glass of wine, or a beer, or a soft drink * Tea or coffee | | | | | |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

* + 1. Competition days

During competition days European Athletics Service Partners should eat lunch and dinner at the competition venue. If the evening session finishes early, dinner could also be taken at the TP’s hotel restaurant.

When the competition is going on during meal hours, lunch boxes (ideally warm) should be provided. In that case, the LOC should coordinate with them and collect their needs.

**Breakfast**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

**Lunch at the competition venue**

The details are the same as for off-competition days: YES/NO

If No, please add the same table as for off-competition days with the relevant information.

**Dinner at the competition venue**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **…** | **D-4**  **DD.MM** | **D-3**  **DD.MM** | **D-2**  **DD.MM** | **D-1**  **DD.MM** | **D+1**  **DD.MM** |
| Format (2/3-course menu or buffet)[[13]](#footnote-13) |  |  |  |  |  |  |
| Drinks included | * Still or sparkling water * Tea or coffee | | | | | |
| Restaurant location & room name |  |  |  |  |  |  |
| Capacity |  |  |  |  |  |  |
| Opening hours |  |  |  |  |  |  |

* 1. LOC Staff

The LOC Staff’s meals are covered by the LOC.

* + 1. Off-competition days

Below are details for LOC Staff from DATE to DATE.

**Lunch**

Name and location of the restaurant/eating area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name and location of the restaurant/eating area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Competition days

**Lunch**

Name and location of the restaurant/eating area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name and location of the restaurant/eating area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Volunteers

The Volunteers’ meals are covered by the LOC.

* + 1. Off-competition days

Below are details for LOC Staff from DATE to DATE.

**Lunch**

Name(s) and location of the restaurant/eating area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name(s) and location of the restaurant/eating area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Competition days

**Lunch**

Name(s) and location of the restaurant/eating area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name(s) and location of the restaurant/eating area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Media

The Media representatives include the following groups: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For major events (ECH & EICH) when an important number of representatives attend the Championships, the LOC should provide catering for Media. Otherwise, the LOC should only make sure there is a self-catering option nearby the venue.

In Appendix 8 is the full concept for media with pre-ordering, if any, including locations, opening hours, access, prices and menus. Those details are for Media from DATE to DATE[[14]](#footnote-14). If the catering is different from one media to the other (e.g. Press vs. International Broadcasters) this is to be specified as well.

In addition, in the Media Centre, there will be all the time some free snacks including: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Some media representatives will be European Athletics media consultants and European Athletics will pay for their meals.

* 1. Host Broadcasters

Below are details for Host Broadcasters from DATE to DATE.

**Lunch**

Name and location of the restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name and location of the restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Teams

All the details about the team menus have to be approved by European Athletics’ Competition & Medical departments. Please refer to the Team Services Guidelines for all the details regarding catering for the Teams.

**Vouchers delivery / Access**

Will the access be with a QR-code/barcode or a symbol at the team restaurants? code/symbol

For all team hotels:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Breakfast** | **Lunch** | **Dinner** |
| Opening dates |  |  |  |
| Opening hours[[15]](#footnote-15) |  |  |  |

For each team hotels:

**TEAM\_HOTEL\_1\_NAME**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Breakfast** | **Lunch** | **Dinner** |
| Restaurant location |  |  |  |
| Room name |  |  |  |
| Capacity |  |  |  |
| Number of full buffet stations |  |  |  |

**TEAM\_HOTEL\_2\_NAME**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Breakfast** | **Lunch** | **Dinner** |
| Restaurant location |  |  |  |
| Room name |  |  |  |
| Capacity |  |  |  |
| Number of full buffet stations |  |  |  |

* 1. Combined Events Athletes

As for the Teams, all the details about the combined events catering have to be approved by European Athletics’ Competition & Medical departments. Please refer to the Team Services Guidelines for all the details regarding catering for the Combined Events Athletes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Decathlon / Heptathlon** | | **Heptathlon / Pentathlon** | |
| **Day 1** | **Day 2** | **Day 1** | **Day 2** |
| Eating area location &  room name |  |  |  |  |
| Opening hours |  |  |  |  |

Snacks and finger food available for combined events athletes at any time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. Competition Officials

The National Officials’ meals are covered by the LOC during their shift.

Below are details for Host Broadcasters from DATE to DATE.

**Lunch**

Name and location of the restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Dinner**

Name and location of the restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. Young Leaders (ECH only)

The Young Leaders’ meals are covered by the LOC during their forum. They usually have their own hotel and ideally eat there as well.

From their first day of arrival to their departure day, the young leaders should be eating at the same location.

**Vouchers delivery / Access**

Will the access be with a QR-code/barcode, a voucher, or a symbol on the accreditation to eat at Young Leaders catering area? Code/Voucher/Symbol

If vouchers are used, LOC-payer vouchers will need to be prepared and provided to the participants. The process to prepare and give these will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below are details for Young Leaders from DATE to DATE.

**Lunch**

Name and location of the catering area/restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

Name and location of the catering area/restaurant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Spectators

Permanent and temporary buffet, cafeteria, canteen, diner, also vendors which will be in operation in the event and will be serve the spectators should be added to this section (with exact location on a map)

Menus (if applicable) can be found in Appendix 9.

1. Deadlines

For each of the catering venues, below are the deadlines by when the LOC should give first estimated figures (if needed) and final figures about the number of expected people to their catering company.

|  |  |  |
| --- | --- | --- |
|  | **Estimated numbers**  **deadline** | **Final numbers**  **deadline** |
| VIP Hotel |  |  |
| Venue\_name\_1 |  |  |
| Venue\_name\_2 |  |  |
| ... |  |  |

1. Sponsors obligations

The only sponsor in the food and beverage group currently known is Le Gruyere. All cheeses in official European Athletics event venues therefore have to be Gruyere. Official venues are, but not only, competition venue, official EA-LOC lunch/dinner, VIP Club, Volunteers catering are, etc.

Below you can find a list of all official venues:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once other sponsorship deals are signed, these will be shared with the LOC and caterers made aware of using their products only.

1. Contact persons

|  |  |  |  |
| --- | --- | --- | --- |
| **Catering area** | **Group** | **Contact person** | **Contact details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Risk assessment
   1. Readiness process

Below are the details in order to anticipate and be ready in case of any risk occurrence.

* 1. Examples of unexpected situations to solve

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of risk** | **Impact**  **(1-low,**  **4-high)** | **Probability (1-low,**  **4-high)** | **Preventive actions taken** | **Actions to be taken during occurrence** |
| A LOC-payer VIP comes to the information desk to ask for a meal voucher but there is none left. |  |  |  |  |
| A guest gives his/her voucher at the waitress on the first operating day but she is not aware of the process. |  |  |  |  |
| Guests go with their vouchers to their restaurant but it is closed on the Sunday night and they were not informed. |  |  |  |  |
| Some buffet areas are empty and food has not been refilled at the team restaurant. Teams are getting angry. |  |  |  |  |
| A guest (who has a voucher) comes with an accompanying person who does not and ask to be allowed to eat as well. |  |  |  |  |
| It turns out the VIP restaurant has a function for another organiser and the area cannot be used as planned for tonight’s dinner. |  |  |  |  |
| EA Service Partners complain because they are being asked to pay their beer at their restaurant for dinner when it should be included in the voucher. |  |  |  |  |
| People complain about the quality of the food at the main catering area/tent. |  |  |  |  |
| The EA-payer vouchers that have been printed are not in enough quantities and first guests are arriving the following day. |  |  |  |  |

Appendix 1: Meal vouchers designs

Appendix 2: Lunch menu at the VIP restaurant

Appendix 3: Dinner menu at the VIP restaurant

Appendix 4: Lunch menu at the competition venue (EA Staff)

Appendix 5: Lunch menu at the competition venue (EA Service Partner)

Appendix 6: Dinner menu at the EA Service Partner restaurant

Appendix 7: Dinner menu at the competition venue (EA Service Partner)

Appendix 8: Media pre-ordering meals concept

Appendix 9: Spectators meal offers

1. In case of meal vouchers used, designs can be found in Appendix 1 [↑](#footnote-ref-1)
2. It should match the expected arrival date of the first guest [↑](#footnote-ref-2)
3. It should be the first day after the competition is finished [↑](#footnote-ref-3)
4. Detailed menus to be found in Appendix 2 [↑](#footnote-ref-4)
5. Detailed menus to be found in Appendix 3 [↑](#footnote-ref-5)
6. Detailed menus to be found in Appendix 4 [↑](#footnote-ref-6)
7. In case of meal vouchers used, designs can be found in Appendix 1 [↑](#footnote-ref-7)
8. In case of meal vouchers used, designs can be found in Appendix 1 [↑](#footnote-ref-8)
9. It should match with the expected arrival date of the first EA Service Partners [↑](#footnote-ref-9)
10. It should be the first day after the competition [↑](#footnote-ref-10)
11. Detailed menus to be found in Appendix 5 [↑](#footnote-ref-11)
12. Detailed menus to be found in Appendix 6 [↑](#footnote-ref-12)
13. Detailed menus to be found in Appendix 7 [↑](#footnote-ref-13)
14. It should match the Media Centre’s opening dates, and first arrivals and last departures [↑](#footnote-ref-14)
15. In case of events starting early, or sessions finishing late, specific times to add [↑](#footnote-ref-15)