



Catering Guidelines

2021 L STREET

SCOT



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2021 L Street Catering Guidelines

These guidelines are meant to guide tenant procurement selections when planning catered events. The goal is to outline practices which will reduce the environmental impact of events held at the 2021 L Street building.

Placing A Catering Order:

Ordering:

Food and dinnerware constitute a significant source of waste and environmental impact. Therefore, it is important to speak with your caterer about organic, vegetarian and Fair Trade Certified food and beverage selections to make your event as sustainable as possible.

- Request organic and locally grown produce.
- Request organic, free-range beef and poultry.
- Request sustainably harvested seafood - http://www.montereybayaquarium.org/cr/cr_seafoodwatch/sfw_recommendations.aspx
- Provide vegetarian/vegan menu options.
- Avoid ordering bottled water. Offer water in pitchers instead of individual bottled water.
- Procure beverages from your kitchen supply vendor instead of ordering through the caterer.
- Offer Fair Trade coffee, tea, chocolate, and bananas.
- Use local and sustainably produced beer and wine.

Packaging:

Large quantities of plastic containers, plastic utensils and styrofoam are disposed of every day and end up in landfill. Always try to order in bulk instead of single serve packages and serve platters to avoid individually wrapped food items.

- Serve condiments in bulk, avoid single serve packets (items may include but not be limited to spreads and condiments, salad dressing, sugars/sweeteners, and cream/half-n-half/milk.)
- Avoid individually wrapped sandwiches, cookies and chips.
- Deliver food in reusable containers which are provided by and picked up by the caterer.
- Avoid black plastic and styrofoam.
- Avoid boxed lunches.

Linens:

Linens and reusable napkins and tablecloths are the ideal option for catered events. If this is not feasible then using 100% recycled paper products is a good step toward being more sustainable.

- Use cloth napkins and linens, if possible.
- If cloth/linen napkins cannot be used then please use 100% recycled paper napkins and tablecloths.

Planning Catered Events:

Before Event

Eliminate food waste by planning carefully to avoid excess. Be sure to request RSVP's from invited guests to obtain more accurate estimates. You should also confirm that your meeting room will have recycling bins.

1. Confirm that your meeting room has bins for Recycling: Plastics/Aluminum/Glass, Paper and Landfill.
2. For internal staff events ask guests to bring their own cups/water bottles (if feasible); provide reusable cups for people who don't provide their own.
3. Have guests register/RSVP for the event to be sure there is only enough food and dinnerware for the guests present.
4. If Overtime HVAC must be ordered for your event then please make your request as specific as possible to conserve energy.
5. Encourage guests to take public transportation or alternative transportation to the event.

During Event

Clearly announce your waste management plans at the start of the event so that meeting attendees will be aware of how to recycle properly. You may also choose to use electronic documents and dry erase boards to limit the distribution of printed materials.

1. Ask guests to recycle waste properly (explain what items should go in recycle and trash bins and where the bins are located).
2. Provide reusable plates, cups, and cutlery for guests, as feasible.
3. Give guests reusable plastic nametag holders.
4. Use dry-erase boards, if needed, instead of paper charts for visualization.
5. Use electronic documents and display them using a projector.
6. If printed materials must be used then please print on double-sided, 100% recycled content paper.

After Event

Be sure to gather up all leftover reusable plates, cups and cutlery for future use by your staff. Please also be sure that the meeting room is clean and that all equipment and lights are turned off to conserve energy.

1. Gather leftover reusable plates/cups/cutlery for future use by your staff.
2. Donate untouched food to a local food bank whenever possible.
3. Collect plastic nametag holders from guests.
4. Ensure that all meeting and catering materials are cleaned up after the meeting ends.
5. Turn off lights and audio visual equipment after the event.

Compostable Items:

We hope to implement composting at the 2021 L Street building in the near future. Purchasing compostable items enables us to divert cups and cutlery from landfill once a composting plan is in place. We have included several websites with information on composting supplies which we hope will be helpful.

The use of biodegradable cups is important because they do not contain toxic compounds and they can be composted instead of thrown away. Biodegradable cups can be used when regular coffee mugs cannot be used.

- <http://greenpaperproducts.com/biodegradable-cutlery-combo-packs.aspx>
- <http://greenpaperproducts.com/biodegradable-hot-cups.aspx>
- <http://www.treecycle.com/catcoffee.html#ecotainer>
- http://www.greenpartysupply.com/Ecotainer_Compostable_Coffee_Cups_s/4.htm

Contact Information For Caterers:

We have created a list of caterers who we believe are capable of fulfilling all or many of our recommended guidelines. Please be sure to ask your caterer about options for organic and locally grown produce, organic meat, vegetarian dishes and Certified Fair Trade products. This will inform you and encourage the caterer to seek out sustainable ingredients.

1. Caterers (Green Restaurant Association Green Rating)

- W Millar & Company
1335 14th Street, NW
Washington, DC 20005
(202) 387-2216
www.wmillar.com
W. Millar uses environmentally conscious packaging, paper and plastic utensils.
- Geppetto Catering, Inc. (3 Stars)
4505 Queensbury Road
Riverdale, MD 20737
(301) 927-8800
www.geppettocatering.com
Geppetto Catering contributes to organizations that make a difference in the Washington, DC region.

- La Prima Catering (3 Stars)
 423 Calvert Avenue
 Alexandria, VA 22301
 (703) 719-6940
laprimacatering.com
 Three of La Prima's kitchens have been converted to using 100% renewable wind energy.
- Root and Stem (3 Stars)
 2941 Fairview Park Drive
 Suite 110
 Falls Church, VA 22042
 (703) 289-1281
www.rootandstemdc.com
 Root and Stem just became the first caterer ever to receive REAL Verification by the US Healthful Food Council.
- Occasions Caterers (2 Stars)
 655 Taylor Street NE
 Washington DC 20017
 (202) 546-7400
www.occasionscaterers.com
 Occasions was recognized as the nation's first certified Green Restaurant caterer in 2008.
- Federal City Caterers (2 Stars)
 1119 12th Street, NW
 Washington, DC 20005
 (202) 408-9700
www.federalcity.com
 Federal City Caterers composts all food waste.
- DC Central Kitchen Catering – Fresh Start Catering
 2625 Evarts Street, NW
 Washington, DC 20018
 (202) 400-2815,
<http://www.dccentralkitchen.org/freshstart/>
 This is DC Central Kitchen's revenue generating social enterprise employing culinary job training graduates. Fresh Start catering breakfasts and lunches feature locally sourced ingredients.

2. Restaurants

- Founding Farmers (3 Stars)
1920 Pennsylvania Ave. NW
Washington, DC 20006
(202) 822-8783
www.wearefoundingfarmers.com
Founding Farmers' flagship location in DC is the city's first LEED Gold certified restaurant.

3. Casual

- Bread and Brew (3 Stars)
1247 20th Street NW
Washington, DC 20036
www.Breadandbrew.com
Bread and Brew uses environmentally conscious packaging, products, and decorations.
- Lawsons Café
601 13th Street NW
Washington, DC 20005
(202) 393-550
www.lawsonscafe.com
Lawsons Café accommodates kosher, vegan, gluten-free, and other dietary restrictions.

Fair Trade Coffee and Tea:

Coffee and tea are an integral part of the office atmosphere. Purchasing Fair Trade coffee contributes to better management of the planet. Fair Trade certified products are held to strict environmental standards that support the Fair Trade mission, which focuses on social and economic stability for coffee farmers and sustainable production.

The following vendors offer Fair Trade Certified Coffee and Tea Products:

- Honest Tea
4827 Bethesda Avenue
Bethesda, MD 20814
(800) 865-4736
In addition to being certified Fair Trade, Honest Tea's bottled teas are USDA certified organic.

- Whole Foods
2201 I Street NW
Washington, DC 20037
(202) 296-1660
- Starbucks
2175 K Street NW
Washington, DC 20037
(202) 293-2063
Starbucks sourced 93% of its coffee in 2012.
- R.C. Bigelow Inc.
201 Black Rock Turnpike
Fairfield, CT 06825
1-888-244-3569
Bigelow Tea has achieved a Zero-Waste-To-Landfill Certification.
- Peet's Coffee and Tea
800-999-2132
Peet's roasts 100% of their coffee in the first LEED Gold certified roasting facility in the nation.