



Catering Handbook

1. Relay For Life Catering Chair Role Profile	2
2. Key Tasks	3
3. Healthy Lifestyle	4
4. Survivors Meal	5
5. Beverages	5
6. Snacks	5
7. Lunch	5
8. Dinner	6
9. Breakfast	6
10. Food and Beverage Tips	6
11. Food Standards Agency	7
12. Alcohol	7

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1. Cancer Research UK Relay For Life Catering Chair Role Profile

Why we need you

Cancer Research UK is looking for an individual to join their local Relay for Life Committee to co-ordinate the catering arrangements at the Relay.

As the Catering Chair, you will lead on arranging all food that is provided at your Relay and wherever possible, offer 'healthy' options that reflect our 'reduce the risk' messages. You can make this part of the event into a large feast or keep it basic, but above all, it is your role to keep everyone sufficiently fed and watered to keep them going throughout the event, whilst also keeping expenditure at an appropriate level.

What will I be doing?

- Co-ordinate all food and beverage arrangements
- Locate and source food and drink donations from local community / and or invite local catering businesses to provide good quality food and drink at the Relay For Life
- Attend committee meetings to update the committee and co-ordinate your activities with the event as a whole
- Control logistics of food arrival, preparation and delivery within Relay venue
- Ensure outside caterers have correct documentation to provide food to the public

What skills do I need?

- You need good communication skills to sell Relay and encourage free food and drink donations from community
- Be aware of local food and beverage suppliers who may be able to donate products to Relay
- You need excellent organisational skills to ensure smooth delivery of food and drink is planned and executed with contingency plans in place
- Ability to work with others i.e. outside caters, venue managers, volunteers etc
- You should be IT literate and ideally have access to a computer

How much time do I need to commit?

You will need to start planning and organising the food and beverage about 6 months prior to the Relay. You will also need to attend all Relay for Life committee meetings (these will probably be monthly and then weekly as the Relay gets closer) to encourage your fellow committee to assist with contacts that could offer food and beverages as well as inform them of your programme within the Relay. The role will also require meetings with the Logistic Chair to ensure smooth set up and delivery of the food and beverage requirements.

What support will I be given?

You can rely on the help and support of the Relay For Life Committee and you will have access to a dedicated Cancer Research UK staff contact with whom you can liaise, via your Event Chair, should you have any queries or difficulties.

What benefits can I expect?

Relay For Life is an emotionally uplifting and rewarding event. As well as being part of the Relay, you'll have the satisfaction of knowing that you have played an important role in keeping everyone at Relay well fed and watered for the duration of the event. Your 'added-value' will ensure that all the participants have a wonderful experience as well as raising money to beat cancer faster but also remembering and celebrating those affected by cancer.

Where will I be based?

Most of the planning work will be completed at home. However, it will be necessary to go out into the community and find suitable food and drink donations and attend committee meetings to encourage everyone in Relay to assist in your search for donated goods and / or catering services.

2. Key Tasks

New Relays require only minimal catering as teams can bring a good deal of what they need to get them through the event. Access to hot and cold water is essential though!

Nevertheless, as your Relay grows or if you have contacts with local caterers, the provision of food can really enhance the Relay experience.

The Catering Chair is in charge of arranging all the food that is provided at the

Relay. By recruiting others to help you (forming a sub-committee) your job will be even easier! The Nationwide Caterers Association is a good place to start. NCASS is an independent body in the mobile catering industry set up to, amongst other things; ensure that members adhere to the current food hygiene regulations and subsequent NCASS Codes of Practice. Their website has a database of caterers which may be a good starting point when searching for caterers in event areas:

- <https://www.ncass.org.uk/find-a-caterer/>

It is your choice as to how much catering you wish to provide for your teams and visitors. Remember if you do something one year, the participants will expect the same the following year so don't overburden your event – keep it simple wherever possible!

If you are able to recruit others to help you, suggested sub committees can be divided between beverages / snacks / Survivors' meal / lunch / dinner / breakfast depending on the length of your event.

Use committee meetings and team captain's meetings to tap into committee & participant contacts in the catering industry.

3. Healthy Lifestyle

Research suggests that around 130,000 cases of cancers diagnosed in the UK could be prevented by changes to lifestyle. There are five important ways you can lower your cancer risk.

- Stop smoking
- Stay in shape
- Eat and drink healthily
- Be Sunsmart
- Check your body for any unusual changes and visit your GP

At Relay For Life, we follow these guidelines, enforce a no smoking policy at the event, encourage use of high factor sunscreen and encourage that all food available offers a healthy option for a balanced diet. This includes ensuring fruit and vegetables are available. More information and resources are available in the Cancer Awareness and Information Handbook.

4. Survivors Meal

The most important guests at the Relay are our cancer survivors. Therefore, before the Opening Ceremony and the subsequent survivors' Lap of Honour, why not ask them to come early for some food & drink? This will give them an opportunity to meet other survivors who will be taking part in the Lap of Honour and help to prepare everyone for the Opening Ceremony.

5. Beverages

- Water: You will need a lot of this especially if it is hot. Perhaps ask a vendor to bring large water containers (you will need power for these to keep the water cold. Encourage participants to bring refillable water bottles.
- Ice: Perhaps ask a supplier to deliver throughout the day.
- Coffee/Tea: Get a company to donate coffee/tea bags and have a large urn to keep hot water (electricity required). Remember to get cups, sugar, milk and spoons.
- Hot drinks vendor. Request for attendance during the Candle of Hope Ceremony and ask if they will donate their profits after the event.
- Soft Drinks and Fruit Juices: These are always good to have for mealtimes.

6. Snacks

- Make your snacks as healthy as possible
- Ask a local fruit supplier / fruit farm to donate apples, bananas etc
- Perhaps ask if a smoothie/soup van to join the Relay during the day and donate some of the proceeds of profits. (Normally around 15%)

7. Lunch

- Lunch should be simple
- Perhaps have prepacked sandwiches donated
- Get a local sports club, Scouts group, Rotary Club or volunteers to cook and distribute food

8. Dinner

- Have a pasta night with pasta, salad and bread donated.
- Offer fruit for dessert.
- Get a local sports club, Scouts group, Rotary Club or volunteers to cook and distribute food.
- Have a local catering company to come in and serve dinner. You could sell tickets in advance.
- Other food suggestions: Baked potato bar, pancake bar etc

9. Breakfast

- If your event is 24 hours, keep breakfast simple. .
- Have fresh fruit and juice available.

10. Food and Beverage Tips

- The more food you provide the more likely participants will be to stay for the duration of the Relay. Try not to give participants an excuse to go and get food.
- It is not necessary to provide a lot of food – the basics will suffice.
- Three key food contributors are: Restaurants, grocery stores / supermarkets, restaurant supply companies.
- Don't forget plates, cutlery, cups etc. Perhaps a local wholesaler will donate these? Remember that single use plastic items should not be used
- Get your suppliers to donate early to give more exposure (sponsorship time).
- Have the suppliers deliver food (and serve if possible) as it will save you a huge amount of time and you will then not require a food handler's permit.
- Make sure your Team Chair knows what to expect from the choice of food available, so they can keep the teams informed. They will not mind if they have to bring their own lunch.
- Ask your local groups to prepare and serve your meal – Scouts, Girl Guides, Rotary Club, Women's Institute, Volunteer Bureau etc.

- Give recognition to the companies who have donated food and beverage products.
- If required, obtain a license to serve food.
- Work with the Logistics Chair for tables, chairs and marquee/gazebo
- If using electrical items, you may need a generator – ensure there is enough fuel available.
- Only put out what will be used – this will reduce waste.
- Have more water than you think you will ever need!
- Arrange fridges or refrigerated trucks to keep produce cool.
- Consider food waste at the end of the event and whether you could link up with a local food bank to donate any excess.

11. Food Standards Agency

For more information on food standards and safety please visit the FSA website <https://www.food.gov.uk/food-safety>

12. Alcohol

Alcohol must not be sold at Cancer Research UK Relay For Life. Teams may bring alcohol to the event, provided this is allowed by the venue. However, participants should be reminded that Relay is a family event and alcohol should only be consumed in moderation. If alcohol is allowed at the event, it must be referenced in the Risk Assessment and teams must be briefed on where and when it is appropriate to drink it i.e. not when walking around the track, or any of the event ceremonies.

The committee may use their discretion as to whether the consumption of alcohol is allowed.