



CHECKLIST KICK-OFF FOOD WASTE HACKATHON

This checklist helps you get started with the organisation of the Food Waste Hackathon and provides an overview to everyone working on the team, what is already done and what still needs to be done.

1. Set dates

The STREFOWA Food Waste Hackathons were planned from Friday evening 5 pm -8 pm, Saturday 9 am -6 pm, Sunday 9 am- 8 pm. The Food Waste Hackathon in Miskolc, Hungary was shorter with only 2 days. Depending what your goals are of the Food Waste Hackathon, 1- 3 days are good. Consider that presenting the challenges, team building, brainstorming, presentation of the teams take up a lot of time. So even in a 3 day Food Waste Hackathon the time for teamwork is not longer than one day.

2. Set location: recommended is a co-working space or an event room you have access to or that is provided by your partners (hotel, school, food bank, ...)

to consider:

- a good internet connection is key
- easy access to a kitchen to provide participants with coffee, drinks, meals and snacks
- a co-working space adds value to the participants (cool location, networking, having a nice time)

3. Your Food Waste Hackathon will focus on those challenges

e.g. Vienna's challenges were reducing food waste in households and on farms

e.g. Reducing food waste in your city



e.g Reducing food waste in your school, office, etc.

4. Who are your target groups for your Food Waste Hackathon and why would they want to participate?

Who?	What is their interest in participating?

4. Determine and contact your key partners for your Food Waste Hackathon:

4.1. that they help you recruit participants:

Organisation	Name of Contact	Contactdetails



E.g.:

- schools (17/18 year old pupils are great participants, they know and use apps)
- universities (IT or environment students, get in touch with professors, that help promote the hackathon)
- co-working spaces (or often focusing on either IT freelancers or change makers (Impact Hub Global Network, creative industry))

4.2. that help you form a jury

- the jury shall be independent (not from your team)
- it makes it more interested if they are known in the field or under the participants e.g. a professor, city employee, head of the hotel
- 3-5 jury members are a good choice

Organisation	Name of Contact	Contactdetails


