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Kit|Refugee^{*}
FOOD FESTIVAL

“Toolkit to be used by Refugee Food Festival
local project holders & volunteers”



Refugee*

FOOD FESTIVAL

We are Louis & Marine, founders of the Refugee Food Festival, of which the first edition took place in 2016 in Paris, thanks to Bettina and other volunteers, to the United Nations High Commissioner for Refugees (UNHCR) Paris Office, especially by Céline Schmitt, Spokesperson, and Fadma Moumtaz, Public Information Associate, and supported by the UNHCR Innovation Unit.

After *Very Food Trip*, our home food world tour, we realised that food is an incredibly powerful and universal means of communication; it connects and brings cultures together.

In the midst of the 'migrant crisis', we wished to mobilise the values of food and of the French culinary scene in order to take a stand against the prejudicial and dangerous rhetoric used against refugees, all the while raising awareness amongst French citizens by appealing to their taste buds!

How? By giving refugee chefs access to French restaurants' kitchens to showcase their talents, support their entry in the job market, while giving everyone the opportunity to discover foreign culinary traditions.



Photo ©Nicolas Boyer

On the 2016 World Refugee Day, the first edition of the Refugee Food Festival mobilised 11 Parisian restaurants, hosting 8 refugee chefs over 5 days.

Up to 1,000 people attended the event, which was covered by media from all over the world. The festival appealed to all participants' most personal and universal trait: their taste and love for food. Following the success of this first edition, citizens from all over the globe reached out to us to organise a Refugee Food Festival in their city.

This methodological toolkit (more like an amazing toolbox!), is designed to enable any citizen, association or restaurant to organise their very own Refugee Food Festival. Here you'll find all the best practices and key learnings from the first editions, which will make your planning easier, from targeting the chefs and restaurants, to the logistics and budget of the event, to community management. With ongoing support from our part and training sessions, everyone now has the tools to engage at any level, and organise their very own local Refugee Food Festival.

This project is very important to us and has already proven its positive impact. It is now our wish to see the Refugee Food Festival community grow as much as possible.

Welcome !

The Refugee Food Festival Founding Team

This project has been developed by Food Sweet Food in partnership with UNHCR



Introduction



Photo ©Corentin Fohlen for New York Times

This part outlines the core values of the project and hands you the keys to organise a Refugee Food Festival in your city!

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The Refugee Food Festival in a nutshell

What is it?

The Refugee Food Festival is a culinary event, which gives refugee chefs access to restaurants' kitchens in order to showcase their skills.

Why?

By showcasing the talents, skills and cuisines from their home countries, the Festival seeks to debunk the negative image of the refugee status. This event is grounded in the conviction that food is a powerful means to social and professional integration. It mobilises skilled chefs, who have all bet on using their culinary skills to facilitate their integration in their host country. The Festival aspires to mobilise a community of committed volunteers and restaurateurs in different countries, who take on the mission to support the professional integration of refugees in the food industry. Each Refugee Food Festival is a platform for the chefs.

Where does it take place?

A Refugee Food Festival can take place anywhere, a big capital or a small city; and can mobilise from one to tens of restaurants in a given city.

When does it take place?

A global Refugee Food Festival takes place every year, on World Refugee Day, around the 20th of June, simultaneously in different cities across the globe: **the next edition in June 2017 will take place among others in Paris, Brussels, Madrid, Amsterdam, Florence, Athens, Marseille, Bordeaux, Lille & Lyon !**

The Refugee Food Festival can also take place on a more regular basis all year long, depending on local cultural agendas.

Do you live in another city and wish to organise a festival in June? Please get in touch with us [through this page!](#)

Concretely?

The first edition of the Refugee Food Festival has created concrete employment opportunities for the participating chefs. Along with this toolkit, we are also developing a web platform (Refugee Food Stories) aiming at facilitating access to employment for all refugee chefs that have participated in a Refugee Food Festival by putting forward their backgrounds and their talents.

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The Festival objectives and values

Changing our perceptions

The Refugee Food Festival contributes to changing the way we look at refugees by helping to understand this status, and putting forward the participating chefs' profiles. It aims to show that behind this 'refugee crisis', there are talented men and women with skills and know-how that are just waiting to be uncovered and put to good use in their host country.

Facilitating access to employment

The Festival seeks to ease the access to employment for refugees through food as a means of social and professional integration by putting forward the cuisine, skills and talents of refugees and enable them to get a job thanks to a community of committed restaurateurs and volunteers.

Discovering world cuisines

The Festival is a way for people to discover the best of cuisines from around the world, especially some that are less known: Afghan, Iranian, Syrian, Sri-Lankan, Chechen, Tibetan or Ethiopian... Complex and original menus made up of quality products will please everyone's taste buds!

Bringing people together

The Festival is a sociable event, bringing together citizens from all backgrounds around food. It is also a moment of sharing between refugee chefs and restaurateurs as they put together their culinary skills to create brand new flavours!



Photos ©UNHCR/Benjamin Loyseau, ©Vassili Feodoroff,

OUR VALUES

- **Citizen commitment:** The Refugee Food Festival is a citizen initiative which contributes to show that civil society has an important role to play in welcoming refugees.

- **Open-mindedness:** The Refugee Food Festival promotes a positive, empowering and virtuous state of mind in response to the prejudicial and dangerous rhetoric often used towards refugees.
- **Inclusion:** Food is an amazing means of insertion and integration as well as an incredible gateway from one world to another.
- **Conviviality:** The Refugee Food Festival is a sociable event during which people get to know each other while enjoying and discovering tasty food!
- **Solidarity:** The Refugee Food Festival is a show of support towards refugees.

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Organising a refugee food festival

HOW TO GET INVOLVED?

“**JOIN THE COMMUNITY AND ORGANISE AN EVENT**” From one to tens of restaurants, anything is possible! The coordination team of the Refugee Food Festival will lead and support you through the process. Get in touch with us by clicking [here](#).

“**JOIN A TEAM OR VOLUNTEER AT A LOCAL FESTIVAL**” Want to commit to a project that means something to you? Are you a photographer, a writer, or just a motivated volunteer? Get in touch with us by clicking [here](#).

“**WANT TO KNOW MORE?**” Ask us all your questions here, and we will get back to you shortly : hello@refugeefoodfestival.com

Get in touch and we'll get back to you in the next 48h 😊



Want to get involved?
Want to join the community?
Want to mobilise your community?
Do you love food?

WHY JOIN THE TEAM?

1. YOU'LL ENJOY IT.

Organising a RFF will be a fulfilling, exciting and enriching experience for you & the community around you.

2. IT'S ALL ABOUT OUR UNIVERSAL LOVE OF FOOD.

Because food brings us together and breaks barriers.

3. YOU CAN MAKE IT.

Anyone with good will, (some) hard work and the right team can organize a RFF.

4. YOU CAN START SMALL OR THINK BIG.

From one to tens of restaurants, the Festival is flexible and adjustable.

5. TIME IS KEY.

Organising a Refugee Food Festival doesn't require huge funds. It will however require some time & personal investment to be done right.

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The respective roles



☞ **The project holder** (most likely you) is the key person in the organisation of a local Refugee Food Festival.

He/she works in cooperation with the coordination team, UNHCR delegates and volunteers. He/she is responsible for the overall organisation of the festival: recruiting the chefs, selecting the restaurants, overseeing their partnership, communicating about the event and representing its values. The main tasks of the project holder are outlined in this methodological kit, and he/she will also be given a 'bible' with all the tools necessary for the organisation of the event.

☞ **The Coordination team** is made up of the founding members of the Festival. It will guide and support the project holders at each step, starting with a training session and by being available throughout the process. The team will also make sure to be physically present for key moments of the organisation as well as for the day of the event!

The coordinating team will be your best friend all along the organisation of the festival.

☞ **The United Nations High Commissioner for Refugees (UNHCR)** plays a crucial role in the organisation of each festival and the project holder will be able to receive support from his/her regional UNHCR delegate during the preparation of the event.

- The UNHCR will make sure that the festival is in line with its values and missions, especially with regards to awareness raising on the refugee status.

- The UNHCR's role in the organisation of the festival is that of an expert. It will offer training sessions to each project holder on the topics of refugee integration and host countries. The UNHCR will be available throughout the process to answer any questions, individual problems faced by the project holder or more global questions on the topic of refugees.
 - Finally, the UNHCR also acts as a "facilitator" regarding the local associative networks, which are the main partners of the festivals (local associations, foundations, reception centers), as well as municipalities and other potential public or private partners.
-

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The Budget



This section will guide you through how to budget your event.

The Refugee Food Festival is a non-for-profit initiative. As such, should there be any profits made from the event, they should be donated to an organisation working towards the support and insertion of refugees.

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What is the cost of organising a RFF?

The costs associated with the organisation of a Festival are relatively low and can be divided into two main categories:

1. The costs related to the physical organisation of the event itself and on the day (refugee chefs' wages, food supplies, etc.). These are incompressible but taken on by the restaurants.
2. The costs related to the organisation and communication of the event (team management, printing of flyers, video and photos, post-production, etc.). These can be done by volunteers or covered by in-kind partnerships.



Photo ©Corentin Fohlen pour Le New York Times

Some costs can be reduced or completely absorbed, especially the ones related to the organisation and communication. For example, in Paris in June 2016 we organised the event together with a team of volunteers (for the organisation, coordination, graphics, photo and video production) and the event was a real success. In this regard we developed some tools to help you manage your budget, more specifically with regards to the costs associated to communication: visuals, website, etc (see [The Tools](#).)

- ✓ We will provide a budget template that will facilitate its monitoring!

On the contrary, the wage of the refugee chefs is an unavoidable cost - and it cannot be reduced. It is also important to anticipate the costs related to the exceptional organisation of such an event and the time spent on the preparation and planning before the day of the event.

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Funding sources

Economic model

Compared to other types of events, covering the costs for the organisation of a Refugee Food Festival is a relatively smooth process mostly because its funding is based on the traditional economic model of restaurants. Meaning that restaurateurs cover the costs associated with the organisation of the event within their restaurant on the day (as they will generate profit from the event which will help to cover these costs) while the organising team of the festival is in charge of finding funding to cover the costs of coordination and communication.

The restaurants' participation

The restaurant has to pay the wage of the invited chef (to be agreed with the Coordination team) as well as cover the costs of the supplies.

During a Refugee Food Festival, customers pay for their meals in participating restaurants. The Festival is therefore a part of the economic model of the restaurant and the wages of refugee chefs and supplies have to be covered by them. In addition, if the restaurant makes a profit from hosting the event, we encourage them to donate it to local associations working with refugees, which we will select together.

Other funding sources

The event can rely on financial partners for monetary or in-kind donations: city halls, foundations, local companies, brands, sponsors, etc. In-kind donations can, for example, include poster printing by a local printer who then becomes a partner of the Festival. How should you get in touch with the right partners? Don't panic! The Coordination team will guide and support you through the process!



Photos ©Vassili Feodoroff, ©Nicolas Boyer, ©Corentin Fohlen

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The Chefs



These are the steps to follow to identify the best chefs for your festival.

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Who are the Chefs of the Festival

The chefs' statuses

As the Refugee Food Festival seeks to showcase the skills of refugee chefs, it goes without saying that the participating chefs have to have the refugee status. Contrary to a common belief, most countries grant refugees the right to work. So any person with a refugee status is legally allowed to work in the restaurants participating in the event. There should therefore be no administrative barriers to the organisation of the festival and it is not harder to register a refugee as an employee as it is any other citizen. However, it is necessary to check the specific legal environment of each country concerning the right to work for refugees, and local UNHCR representatives can accompany you on this.

For people who have had the refugee status before being naturalised, their participation can be put forward as an example of successful socio-professional integration in their host country.

The chefs' nationalities

All nationalities can be represented during the Refugee Food Festival! It is actually recommended to have a great variety of countries represented during the festival in order for people to discover new flavours and culinary traditions. The first editions of the festival in Paris & Strasbourg included chefs from the Ivory Coast, Syria, Sri Lanka, Afghanistan, Tibet, Chechnya and India. And it was delicious!

The chefs' profiles

From the cooking enthusiast to the superstar chef, refugee chefs of the festival can have different profiles. The three most important criteria of their involvement are their cooking skills, their ability to manage a restaurant's kitchen and their motivations. With appropriate support they have to be able to build and deliver a menu, which will please the guests. Regarding their motivations, they have to be working or aiming at working in the food industry as the Festival also aims to become a platform for employment for the chefs.

The chefs who participated in the first editions of the Festival had varied profiles. One of the chefs was renowned in Syria where he presented a TV cooking show, while another was passionate about cooking, had amazing skills but had never worked in a professional kitchen before.

The recruitment



©Refugee Food Festival

As the refugee chefs take over the restaurants' kitchens, they endorse the responsibility of pleasing the guests. It is therefore towards them that most of your efforts will be focused.

Identifying potential chefs

If you've decided to organise a Refugee Food Festival it is probably because your city is currently hosting refugees! The network of associations and institutions within your city is the most likely to be helpful in your identification of chefs. With support from the UNHCR we will help you identify local actors who have the potential to put you in contact with the future chefs of the Festival.

Select and support the chefs

Before selecting the chefs for the Festival, organise a meeting with them during which you'll learn more about their background, their experience and their motivations. It is also an opportunity for you to explain the project in details and to answer their questions should they have any. This meeting often goes along with a trial run: you can give the chef the option to cook one or several dishes of his choosing. At this stage you will need to evaluate their experience as accurately as possible in order to be able to offer them the appropriate support. Chefs with the least experience will potentially need more time for their mise en place for example (see the section on [matching and support](#)).

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Mobilise restaurants for the Festival



Photo ©Nicolas Boyer

This section explains how to choose and mobilise your main allies for this event: the restaurants.

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The Refugee Food Festival restaurants



... **we recommend** mobilising a total of around 5 restaurants, as it is a manageable number for an efficient organisation of the festival. We will be able to help you figure out the right number of restaurants depending on your city and the amount of time that you have to organise the event.

An inclusive event

The Refugee Food Festival is, by definition, an inclusive event and is therefore open to all. In this regard most restaurants should be eligible to participate. One thing is certain: restaurateurs have to share the values of the Refugee Food Festival. Participating requires commitment and preparation time before the actual event: on that day the restaurant will have to change its routine by opening up its kitchen to a new chef and potentially find new suppliers as it will probably have to source ingredients it's not used to cook with. By participating, the restaurateurs will become the event's ambassadors! They will be a part of the Refugee Food Festival community and will commit to supporting the refugee chef in his or her search for a job after the event. They will endorse and convey the values of the Festival to their customers.

“ So far we have been amazed by the amount of time, effort and commitment each partner restaurant has put into the project. They’ve enjoyed supporting the refugee chefs, mutually sharing their skills, learning new techniques, finding new suppliers or even discovering new ingredients!”

Selection

One of the first things to do is to imagine the best program possible for the festival: there should be a variety of restaurant to suit all taste buds and wallets. From there you can start drafting a list of the restaurants you’d like to work with. This list can be based on many things:

- The values the restaurant might already share with the festival,
- The fact that they are already active in solidarity-based economy projects or are social entrepreneurs,
- The personality of the chef or restaurateur makes you think they’ll commit to the festival,
- Or even because they are known to represent a certain set of values within your community.

You can also target the potential restaurants based on their menus and the specialties of their chefs. For example, if one of the chefs is Ethiopian you might choose to pair him or her up with a crepes restaurant, as one of the main ingredients in Ethiopian cuisine is the injera, a sort of large crepe. This will allow for an interesting menu of Ethiopian flavours mixed with French crepes... Or the other way around! If one of the chefs is Indian you might want to get in touch with vegetarian restaurants as Indian cuisine is full of tasty vegetarian dishes (and even vegan ones!). In order to give as much room for creativity as possible, it is important to make sure the skill levels of the chefs and the ones of the participating restaurants are well balanced.



Mobilisation



Photo ©UNHCR/Benjamin Loyseau

“ During the organisation of the Refugee Food Festival in Paris, we were happily surprised to see that the project was welcomed with enthusiasm, care and excitement by restaurateurs. If the list of restaurants we had initially drafted changed slightly before the event, it was fairly easy to find restaurants willing to participate in the festival. Most of the time, if a restaurateur has agreed to meet you after having initially heard about the project, there’s a good chance he or she will participate: almost all the restaurateurs we met with eagerly agreed to participate! During your first meeting, here are the points you should address”

The Refugee Food Festival seeks to overcome the following problem:

The dangerous rhetoric around the arrival of refugees, which dwells on misery and fear overshadows the fact that these are men and women who arrive from their home country with incredible skills, know-how, cultural baggage and many things to contribute to societies... and to our kitchens!

The alternative offered by the Refugee Food Festival

Organising a Refugee Food Festival in your city means opening up restaurants' kitchens and showcasing refugee chefs' culinary talents and skills. It shows that the arrival of refugees is a positive opportunity for the culinary scene of your city. It is also a sociable event, where people get to know each other all the while enjoying the best of Syrian, Afghan, or Ethiopian food.

We strongly believe that work is the key to successful integration, because it allows learning of language, cultural codes, restored dignity, financial independence and belonging to the national community.

The roots of the project

The Festival is a citizens' initiative founded by the association Food Sweet Food and supported by the United Nations High Commissioner for Refugees. The first edition of the Festival took place in Paris in June 2016, the second one in Strasbourg in December 2016. All restaurants were fully booked with over 2,500 participants who all had positive and enthusiastic feedbacks, it received impressive international media coverage and some chefs were even hired after the event: safe to say it was a huge success!

Supporting the chefs

The Festival aims to be an employment platform for participating refugee chefs. We support the Festival's chefs in their employment search and encourage participating restaurants to do the same, particularly by recommending them to their network when the collaboration was a success (which is always the case!).

The logistics

The event is built and organised in partnership with each of the participants. It takes place over a few days and each restaurant participates for a day or for a meal. The idea is to adapt to the needs and wishes of the host restaurant, by carefully picking the date with them and working closely with the refugee chef to elaborate the menu. By assigning a volunteer to each restaurant, the organising team offers its support all along the preparation process.

The economic model

The Refugee Food festival is a non-profit event. In each restaurant the event should self-finance as restaurateurs cover the wage of the refugee chef along with the cost of supplies (see [Costs](#) Chapter). We also encourage restaurants to donate any profit from the event to pre-identified local associations.

Advantages for the restaurant

All restaurateurs decide to participate in the Festival because of their convictions and commitment to its values. In Paris and Strasbourg, all the restaurants benefited from positive publicity by being associated with the festival and have asked to be included in the upcoming editions!

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The Logistics



Photo ©Nicolas Boyer

This section explains how to provide appropriate support to the chefs and restaurants from elaborating the menus to planning the event.

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Pairing up chefs and restaurants

First you'll need to pair up chefs with restaurants.

Taking into account the individual characteristics, wishes, personalities and identities of both the chef and the restaurant you'll be able to pair them up in the best way possible.

“ For example for the Refugee Food Festival in Paris, we paired up Keshar Sharma with a crepes restaurant because the dosas (Indian crepe) was one of his specialties. The next day we also paired him up with a cocktail bar as the barman wanted to elaborate a new cocktail menu to match dishes to drinks and Indian cuisine is full of different spices that go great with cocktails!”

Once you've finished this pairing up, you'll need to organise a meeting (or more than one!) between the refugee chef and the host restaurant. They'll get to know each other and talk about the preparation and logistics for the event: elaborating the menu, managing the supplies, etc. For the event to be a success, make sure they have enough time to get to know each other and cover all the necessary points.

🗉 **The project holder (you!) and his/her team are the backbone of the event!**



Photos ©Benjamin Loyseau pour le HCR, ©Refugee Food Festival



The menus



Elaborating the menu

Together, the invited chef and the restaurant will elaborate their menu: it needs to be consistent with the refugee chef's home country's cuisine. This step is crucial as the success of the event is mostly defined by what's in the guests' plates! Aim for a quality menu that will appeal to all taste buds! For you this is a very interesting moment, as you'll witness the meeting of two different culinary worlds!

Ideally both chefs need to agree on the menu at their first meeting so that there is enough time to source all necessary supplies. Different options are possible: the host chef can decide to give complete freedom to the refugee chef to elaborate the menu or it can be elaborated in partnership. Either way, the most important is that the skills and the cuisine of the refugee chef are showcased during the event. Don't forget that one of the promises of the Festival is to celebrate the best of the refugee chef's home country's cuisine!

Once the menu has been agreed upon, both chefs will need to draft a specification sheet for each dish: a recipe containing all ingredients and quantities. You'll then be able to figure out with the restaurant which ingredients are already available through its usual supplier and which ones need to be sourced from specialised shops. Do not forget to ask the invited chef to check that all the utensils necessary to prepare his menu are available in the restaurant.

The supplies

Managing the supplies is a very interesting moment of the event's preparation, as both chefs discover ingredients and suppliers they do not know.

As a general rule, the usual supplier of the restaurant should be used for all ingredients that can be ordered through it. For all other ingredients, specific to the cuisine of the invited chef, he or she will be in charge of sourcing them. But encourage the chefs to get their supplies together whenever possible. That way they'll both get to meet new suppliers. During the edition of the Refugee Food Festival in Paris, some restaurateurs insisted that the invited chef come along to get supplies so that they could introduce him or her to their usual suppliers.

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The bookings



Photos ©Vassili Feodoroff, ©Côme Le Quilleuc

The easiest option is to let the restaurants take and manage all the bookings. They will however have to keep the project holder updated for him to adjust the communication accordingly.

In Paris & Strasbourg, all restaurants were fully booked a few days (sometimes weeks!) before the event!

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Support

Pairing up chefs and restaurants and supporting them through the preparation phases is probably one of the most fascinating moments of organising the Festival. It's a human adventure, which you will remember for a long time.

Be present at each step: initial meeting, elaboration of the menu, sourcing of the supplies, preparation etc. And make yourself available for any question or need they might have!



©Côme Le Quilleuc

Communication



©Refugee Food Festival

The Refugee Food Festival is first and foremost a way to raise awareness and bring citizens together around the arrival of refugees. Making sure you communicate appropriately about the event is therefore crucial! **Here's how to do it.**

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The program

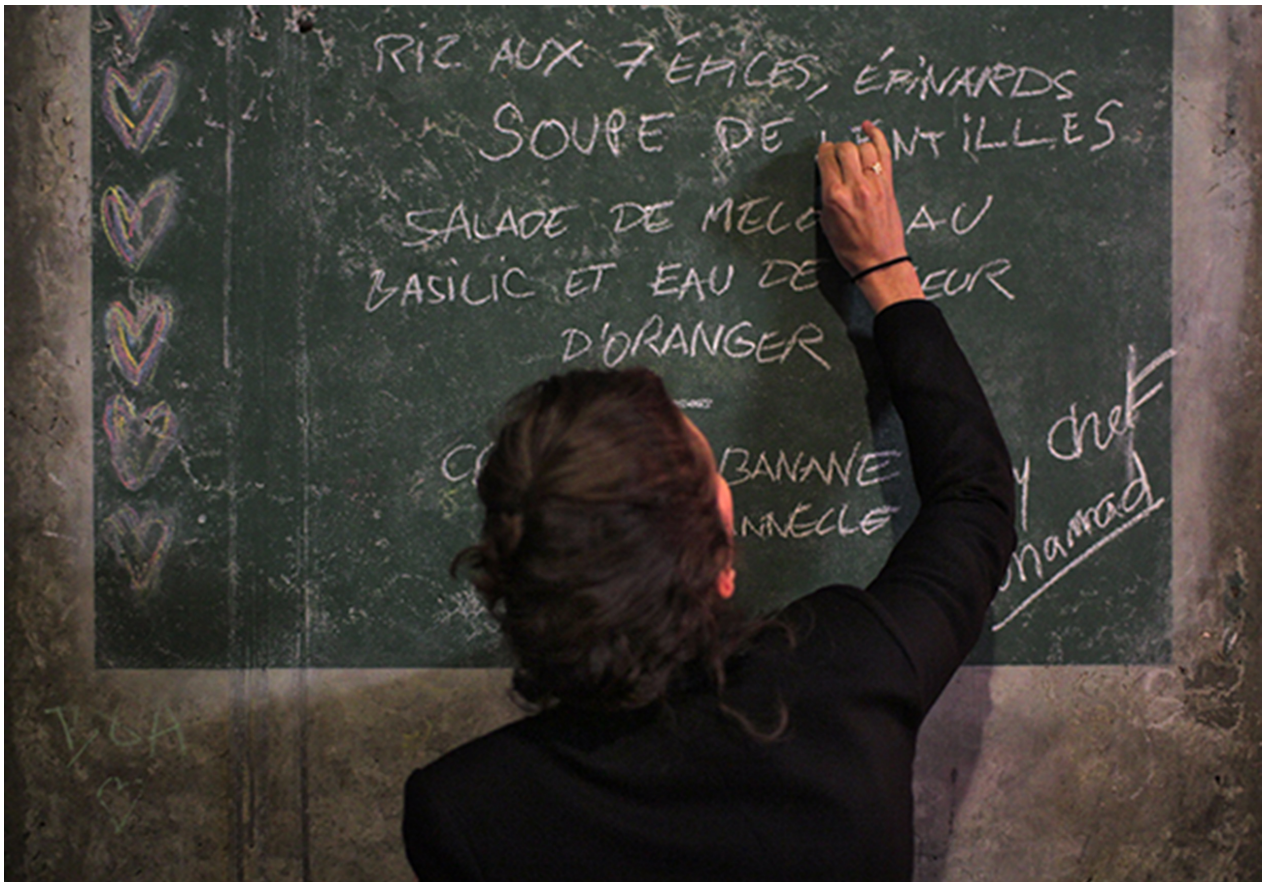


Photo ©Nicolas Boyer

☞ **The choice of the date and the program are key elements of the event. It was built around the World Refugee day in 2016 on the 20th of June.**

The Festival takes place over a few days, in one or more cities and includes a number of participating restaurants. Ideally each restaurant participates for a day (lunch and/or dinner). The program of the Festival needs to be evenly spread out over the few days for participants to have different options. For example, should you mobilise 5 restaurants over 5 days, the best option would be to have the event in one restaurant each day. Each restaurant also needs to have their own specificity compared to others. The program of your event should allow participants to discover not one but a few different cuisines throughout the event. There should also be an opening day and a closing one.

For the first edition of the Refugee Food Festival in Paris, we had 4 restaurants programmed at the same time over 2 days. Some participants noted that they would have enjoyed having the option to go to the other restaurants but couldn't because they were programmed at the same time. Hence we recommend that you carefully spread out your program.

Depending on local schedules, it is also possible to plan a Refugee Food Festival on a smaller scale, without coordination with other cities or regions. Should that be the case, the event should still be planned according to a symbolic date: a local event around food (like the Gastronomy week we have in France for example) or solidarity. Please, contact us through [this page](#).

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The tools for a successful event!

It is important to take into account the restaurants' usual clientele in order to offer them the appropriate support, more specifically for the ones that are not usually fully booked. You won't necessarily need to focus your efforts on the restaurants that are usually full as it is very likely that they will still be on the day of the event. A lot of tools can be used to support the restaurants through this process and ensure that your event is a success:

“The first edition of the Festival was such a success that restaurants' phones would not stop ringing for a week before the event!”

Word of mouth

Word of mouth still remains one of the most efficient solutions! Talk about the event to your friends, your family, and other people around you. Tell the restaurant to do the same, with its customers, who will themselves become potential ambassadors of the event!

The website

No need to know how to code to organise a Refugee Food Festival! In order to facilitate the organisation of your event we have created a website template, which will be hosted: www.refugeefoodfestival.com (in development). It will list all the information related to the Festival in your city: program, restaurants, chefs, manifesto, etc.

✓ Don't panic! You will not have to code a website! We will provide you with a template.

The media

Using media channels (print, radio, TV) is a great way of communicating about your event. Informing about the event, even people who cannot participate, is an impactful way to convey the values of the Refugee Food Festival. Making sure that there is good media coverage of the event will ensure that we fulfil our mission to debunk and counter the negative rhetoric around the refugee status all the while putting forward the skills and talents of the participating refugee chefs. One of the things that made the first editions of the Festival in Paris & Strasbourg such a success was the impressive media coverage it received (download the press release here). And some participating refugee chefs even had job offers from restaurateurs who had read about the project in the press.

✓ For this stage, we will provide you with a media kit and a press release template to help you mobilise the media.

✓ We will provide you as well with a Questions & Answers document, that will enable you to prepare for potential press interviews.

Social networks

We will create a Facebook event for the Refugee Food Festival in your city on which we will communicate together about the event, make the community grow and reveal the program. We will also post on Instagram and Twitter. Social networks (and particularly the Facebook event) are a non-negligible dissemination tool, that should be anticipated as best as possible.

✓ We have prepared a template for Facebook events, which you will be able to personalise.

Posters and flyers

Printing posters and flyers is an easy way to communicate about your event in participating restaurants, partners and key places in your city. We will provide you with posters and flyers.

✓ We will provide you with posters and flyers, you will just have to print and distribute them in your city and to the partner restaurants.

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Documenting the event

On top of pleasing the palates and taste buds of the participants, the Festival also aims at raising positive awareness around refugees. It is therefore very important to document the event and put forward the skills and talents of the chefs. **One way to do that is through portraits published on the Refugee Food Stories platform. We will guide you through this to make sure we convey the spirit of the Festival all the while putting forward the chefs' qualities to better their employability: articles, portraits, testimonials, recipes, photos, videos, etc.**

- ✓ We will support you on the editorial content: articles, portraits, testimonials, recipes, photos, videos, etc.
- ✓ You will have to create a small written portrait of the chefs - according to the guidelines we will provide you with - in order to present the chefs on the Refugee Food Stories platform and thus maximise the professional integration of the chef. Luc, our editor, will be able to accompany you on the writing of these portraits to best valorise the talents and the history of these extraordinary chefs!



Photos ©Nicolas Boyer @Vassili Feodoroff



THE D DAY



After weeks, or even months of planning, the day has finally come! Before being able to fully enjoy the event, there are still a few boxes to be ticked while you make sure that you are present in case something comes up.

Dealing with the unexpected

Make sure that you assign a team member to each restaurant on the day of the event. The person should be present from the beginning of the preparation all through the event in order to deal with any last minute requests like a missing ingredient or utensil. That way both chefs will be able to focus on preparing their menu.

Welcoming the guests and conveying the message

Ask each restaurant if they would like to have someone from your team greet the guests as they walk through the door. The idea is to remind guests that this is a special day, that the restaurant is hosting a refugee chef. Make yourself available during the meal, go around the restaurant and answer any questions the guests might have. That way you'll also be able to remind them of the values and missions of the Festival.

✓ To help you in this task we will provide you with leaflets that you'll be able to give to the guests. This is an important step as it contributes to convey the spirit of the Festival.

Closing the event and putting the chef forward

Towards the end of the meal, when the restaurant is still full, ask the refugee chef to say a few words in front of the guests. This step is crucial and cannot, under any circumstances, be forgotten. As one of the objectives of the Festival is to showcase the skills and talents of the chefs, it is necessary that they are put forward. It is also one of the most moving moments of your event! Finally, go around the tables with the chef so the guests have the opportunity to chat with him or her.

“ In Paris, during the first edition of the Festival, some chefs were received with standing ovations that lasted a few minutes! ”

This project has been developed by Food Sweet Food in partnership with UNHCR



FOLLOW UP

The event is finished, but not the project! The follow-up of the project after the end of the event is as important as the event itself. Once all the emotion has cooled off, and in order to maximise the access to employment for the chefs, which is one of the objectives of the festival, plan individual meetings with the chefs first and then with the restaurateurs after the event.

SUPPORTING THE CHEFS' ACCESS TO EMPLOYMENT

It is after the event that the support to the chefs becomes really crucial. Each chef has a different situation and it is necessary to adapt your support, making it as personal as possible.

During this follow up, make sure that the chef's CV is up to date (with his or her participation in the festival, including references). The restaurateurs and the local organisations will be your allies during this follow up. The Refugee Food Stories platform will also be a valuable tool.

STAYING IN TOUCH WITH THE RESTAURATEURS

They are now part of the Refugee Food Festival community! In order to make the organisation of future festivals as smooth as possible, it is important to organise an individual meeting with each restaurateur to talk about their experience. The recruitment process within the food industry is often done through word of mouth and hence, personal recommendations are very important. In this regard, the community of committed restaurateurs will be the main actors in supporting the chefs' access to employment – it is therefore crucial to include them in the process from the very beginning.

FINAL DRINKS

To celebrate the adventure, at the end of the first editions of the festival, we invited all the restaurateurs, chefs and partners of the event for one last drink! It is also a great way to thank them all and make sure everyone gets to mingle, like chefs meeting the other restaurateurs for example. We organised these gatherings in one of the participating restaurants and it has always been an emotional moment!



LEXICON & DEFINITIONS

Our partner the UNHCR will provide training to each of the local project holders to guide them on the context, legal frameworks and issues concerning refugees. The following is a presentation of the missions and role of the United Nations High Commissioner for Refugees, as well as more information to clarify the different situations of uprooted people.

"Our primary purpose at UNHCR is to safeguard the rights and well-being of people who have been forced to flee. Together with [partners](#) and communities, we work to ensure that everybody has the right to seek asylum and find safe refuge in another country. We also strive to secure lasting solutions.

For over half a century, UNHCR has helped millions of people to restart their lives. They include [refugees](#), [returnees](#), [stateless people](#), the [internally displaced](#) and [asylum-seekers](#). Our [protection](#), [shelter](#), [health](#) and [education](#) has been crucial, healing broken pasts and building brighter futures.

To learn more : www.unhcr.org.



CONTACTS AND MENTIONS

This kit was developed by the Refugee Food Festival team, in partnership with the United Nations High Commissioner for Refugees. It is freely accessible and aims at being enriched after each edition.

Question? Feedback? Remark? Get in touch : contact@refugeefoodfestival.com.

for more information on the Refugee Food Festival project, please visit :

www.refugeefoodfestival.com

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