



Healthy Food and Beverage Guidelines for Meetings and Occasions

Hosting a meeting or celebration? Thinking about providing food and beverages? Follow these guidelines to promote healthy, nourished employees!

Guidelines:

- Water — Provide pitchers with cold, fresh water and cups, or bottled water.
- Mealtimes — Food doesn't need to be provided at every meeting, especially at meetings less than one hour.
- Notify meeting attendees ahead of time if food will be provided.
- If possible, avoid holding meetings during lunch. Lunch may be the best time for employees to get movement into their workday.



If your meeting is 2+ hours:

MEETING TIME	CONSIDER PROVIDING	ALWAYS PROVIDE
7 a.m. – 8 a.m.	Light Breakfast, Coffees, Teas	Water
9 a.m. – 11:30 a.m.	Healthy Snacks	Water
11 a.m. – 12:30 p.m.	Light Lunch	Water
1 p.m. – 4 p.m.	Healthy Snacks	Water





Guidelines for Meetings *continued*

Healthy Beverages:

Provide fresh cold water, low fat or fat free milk, coffee, or tea. Soda is not a healthy option.

A Healthy Breakfast includes:

- Fruit (whole or cut up).
- Whole grains such as whole grain bagels, muffins, granola or oatmeal. You must specifically request whole grain bagels or muffins from your caterer. Ask for 'mini' versions.
- Protein – eggs (hard boiled or egg sandwich if it's a grab and go breakfast), peanut butter for bagels, yogurt, smoothies made with yogurt or protein powder, or protein bars.

A Healthy Lunch includes:

- Fruit (whole or cut up).
- Vegetables (salad, crudité, soup, hot or cold vegetable sides).
- Whole grains such as sandwich bread, couscous, tabouli, quinoa, crackers. You must specifically request whole grain items from your caterer.
- Entrées – Sandwiches (e.g. turkey, chicken, hummus, portabella mushroom), entrée salads (e.g. chicken caesar salad, chef salad), vegetable pizza with low-fat cheese on whole grain crust.

A Healthy Snack may be:

Trail mix, pretzels, baked chips, veggie platter, fruit (whole or cut up), peanut butter and whole-grain crackers, yogurt or popcorn.

Healthy Food Tips:

- Serve whole grains, fruits and vegetables whenever possible.
- Serve small portions – cut items in half or quarters.
- Dessert doesn't have to be heavy – fresh fruit, fruit crisp, or small cookies are excellent choices. No dessert is also an option!
- Include a vegetarian option at all meals.
- Identify food items with signage.
- Serve salad dressing on the side.

Remember!

Think twice before providing food!

If you do provide food, make it an opportunity for folks to get at least one or two of their "5" fruits and vegetables a day!

