

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



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GUIDELINES FOR MEETINGS *CONTINUED***HEALTHY BEVERAGES:**

Provide fresh cold water, milk, coffee, tea or 100% juice. 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!

Do you work in a school, college, or hospital? Ask your food service team what healthy options they have available for in-house catering!

