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.

### MEETING TIME | CONSIDER PROVIDING | ALWAYS PROVIDE
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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 a.m | Light Lunch | Water
12 p.m. - 4 p.m | Healthy Snacks | Water

#### Healthy beverages:
Provide fresh cold water, 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), 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.

**think twice before providing food**