Healthy Food and Beverage Guidelines for
MEETINGS AND CELEBRATIONS

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.

<table>
<thead>
<tr>
<th>MEETING TIME</th>
<th>CONSIDER PROVIDING</th>
<th>ALWAYS PROVIDE</th>
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</thead>
<tbody>
<tr>
<td>7 a.m. - 8 a.m</td>
<td>Light Breakfast, Coffees, Teas</td>
<td>Water</td>
</tr>
<tr>
<td>9 a.m. - 11:30 a.m</td>
<td>Healthy Snacks</td>
<td>Water</td>
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<tr>
<td>11 a.m. - 12:30 a.m</td>
<td>Light Lunch</td>
<td>Water</td>
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<tr>
<td>12 p.m. - 4 p.m</td>
<td>Healthy Snacks</td>
<td>Water</td>
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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 (turkey, chicken, hummus, portabella mushroom), salads (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.

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think twice before providing food