Healthy Food and Beverage Guidelines for Meetings and Special Events

If you are going to provide food at meetings or special events offer healthy choices.

- Provide water – use pitchers or bubblers with cold, fresh water, and cups, or bottled water.
- 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.
- When possible, avoid holding meetings during lunch. Lunch may be the best time for employees to get movement into their workday.

If your meeting is more than 2 hours:

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<th>Meeting Time</th>
<th>Consider Providing</th>
<th>Always Provide</th>
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<td>7am – 9am</td>
<td>Light Breakfast</td>
<td>Water</td>
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<td>9am – 11:30am</td>
<td>Healthy Snacks</td>
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<td>11am – 12:30pm</td>
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Healthy Beverage Ideas
- Water, coffee, tea, and/or unsweetened seltzers/tea
  - *Soda is not a healthy option*

Healthy Breakfast Ideas
- Fruit – whole or cut up
- Whole grains such as whole grain bagels, muffins, granola, or oatmeal
  - Request whole grain bagels or muffins from the caterer
  - Ask for ‘mini’ versions
- Eggs (hard boiled, scrambled, or egg sandwiches), peanut butter, yogurt, smoothies made with yogurt, or protein bars

Healthy Lunch Ideas
- Fruit – whole or cut up
- Vegetables – salad, crudité, soup, hot or cold vegetable sides
- Whole grains such as sandwich bread, couscous, tabbouleh, quinoa, crackers
  - Request whole grain items from the caterer
- 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

Healthy Snack Ideas
- Trail mix, pretzels, baked chips, veggie platter, fruit, peanut butter and whole-grain crackers, yogurt, or popcorn

TIPS
- 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
- If your workplace has a cafeteria ask the food service team what healthy options they have available for in-house catering

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