



# 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,<br>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          |





### Healthy Beverages:

Provide fresh cold water, low fat or fat free 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!

### 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!

