



Guidelines for Healthy Meetings

Employers can create a healthy work environment by providing healthy food meetings and other events they sponsor. By doing so, employees are given the opportunity to make healthy food choices while the employer is showing its commitment to promoting good health among its employees. Here are helpful tips to use when planning meals for meetings and other events:

Break Suggestions (am and pm)

- Raw vegetables and low-fat dips, salsa, or hummus
- Fresh or dried fruit
- Whole grain muffins and whole grain breads
- Bagels with whole fruit jams or low-fat cream cheese
- Pretzels or lightly seasoned popcorn
- Whole grain crackers and lower-fat cheeses
- Yogurt

Lunch and Dinner Suggestions

- Sandwich platters with the sandwiches cut into smaller portions; whole grain breads; lean meats; toppings of dark lettuce, tomatoes, onions, pickles, mustard or low-fat mayonnaise
- Salads with dark green lettuces; spinach; beans; grilled, lean meat and low-fat dressings on the side
- Whole grain rolls without butter or margarine
- Side dishes of vegetables (fresh or cooked) with no butter or cream sauces added
- Fresh or dried fruit
- Vegetable soups such as minestrone
- Baked potatoes with low-fat or vegetable toppings on the side

continued on reverse



General Guidelines

- Provide vegetables and fruit at all meetings and events
- Offer smaller portions of foods, such as mini bagels or mini muffins
- Choose low-calorie and low-fat foods when possible
- Provide pitchers and/or bottles of water
- Offer milk (fat-free or 1%), 100% vegetable or fruit juice, or unsweetened ice tea instead of soda drinks
- Offer reduced-fat or low-fat milk for coffee and tea rather than cream or half-and-half
- Provide whole grain breads and crackers

Source: Guidelines for Healthy Meetings, New York State Department of Health for Community Health Healthy Meetings Checklist, University of Hawaii at Manoa

Healthy Meetings Checklist

When planning meetings or other events, use this checklist as a guideline for offering healthy foods:

- Are vegetables and fruit offered?
- Is water offered as a beverage?
- Are foods, such as muffins, bagels, and sandwiches, presented in small portion sizes?"
- Are whole grain choices available?
- Are there low-fat and low-calorie choices of foods such as yogurt, salad dressings, and cream cheese?
- Are lower salt and sugar options available?
- Is there enough variety and choices for everyone?
- Are the foods visually appealing and tasty?