

Energize Your Meetings!

These Guidelines are a tool to assist anyone who is in charge of planning meetings, seminars, or other events where foods and beverages are served. They are developed as part of H.E.A.L. the Healthy Eating Active Living Worksite Wellness initiative, which advocates for healthier foods and wellness activities throughout Marathon County.

*Demonstrate commitment to good health

Meetings, seminars, and other events where food and beverages are served provide a wonderful opportunity to role model healthier lifestyles and demonstrate to others that this is an employer committed to improving the quality of life for their employees.

*Improve employee health

Eating colorful fruits and vegetables; foods with whole grains; and foods/food preparation methods low in saturated and trans-fats, calories, and sodium reduce the risk of chronic illnesses and health care expenses.

*Improve meeting effectiveness

Meetings are more effective when participants are alert, fatigue is relieved, and thought processes are stimulated. Healthy food options are often no more expensive than high fat counterparts.






Healthy Meeting Checklist

- ✓ Water available
- ✓ Fruits and vegetables offered, (i.e. fresh, unsweetened, and 100 % juice)
- ✓ Special dietary concerns asked about, caterer informed
- ✓ Portion sizes kept moderate, smaller plates used
- ✓ Variety of low-fat food items available including low-fat milk for coffee
- ✓ Foods prepared using low-fat methods, moderate salt and minimal added sugar
- ✓ Options for participants who do not want meat
- ✓ Stretch or exercise break included

For more information visit these web sites:



-  *American Cancer Society Meeting Well—* copy of guidebook on-line at : <http://www.ctahr.hawaii.edu/NEW/acs.htm>
-  *Eat Smart North Carolina* http://www.eatsmartmovemorenc.com/hot_topics/healthy_meeting_guide_08_13_2006.htm
-  *University of Minnesota School of Public Health—Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events:* http://www.sph.umn.edu/img/assets/9103/Nutrition_Guide.pdf

Guidelines for Healthy Foods and Beverages: Meetings, Seminars, and Catered Events



H.E.A.L.
healthy eating • active living

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General Guidelines for Healthy Food



The Dietary Guidelines for Americans are a useful tool for planning healthy menus, and can also be applied to planning foods and beverages for meetings, seminars, and catered events. Here are some general tips:


Use the Nutrition Facts and Food Label:


- 5% and less of Daily Value is considered to be low in that nutrient
- 20% and more of Daily Value is considered to be high in that nutrient
- look for whole grains (oats, wheat, barley, etc.) as one of the first three in the list of Ingredients

Select and prepare foods and beverages:

- that include fiber-rich fresh fruits and vegetables
- that limit added sugars or caloric sweeteners
- that are moderate in salt (≤ 480 mg for entrees; ≤ 360 mg for other foods)
- that are low in total fat, saturated fat, and free of trans-fats

Reduce portion sizes - use smaller plates

 **Keep foods safe** - keep cold foods cold and hot foods hot; use serving utensils; keep foods covered, maintain clean serving areas, enforce hand washing

 **Increase physical activity** - provide a stretch break or exercise break

Continental Breakfasts & Light Meals



For Continental Breakfasts:

- Fresh fruit, 100% fruit juice
- Low-fat or fat-free yogurt
- Whole grain cereal bars and trail mix
- Whole grain bagels and whole grain English muffins ($\leq 3 \frac{1}{2}$ " diameter) with low-fat cream cheese or all-fruit jam and jelly

Entrées:

- Lean cuts of meat, chicken, fish, turkey, and shellfish, limit red meats
- Baked, grilled, steamed
- Vegetarian entrée
- Minimal or no breading or coating
- Tomato based sauces, avoid heavy cream sauces
- Use low-fat food preparations, avoid butter; if oil is used - olive or canola oil are preferred

Vegetables/Soups:

- Include 1 or more vegetables
- Season vegetables with herbs instead of butter or cream sauces
- Provide soups that are vegetable based, have beans and/or whole grains

Salads:

- Include a variety of dark, leafy greens along with other vegetables (fresh spinach, grated carrots, tomatoes, cucumbers, etc.)
- Provide low-fat salad dressings, offer dressings on the side

Grains:

- Choose whole wheat dinner rolls with olive oil or low-saturated and trans-fat free margarine
- Use whole grain pastas with tomato or other vegetable based sauces

Desserts:

- Fruit—fresh, frozen, or canned in juice
- Angel food cake with fruit topping
- Frozen low-fat yogurt, low-fat ice cream, sherbet

Beverages and Snacks



Beverages

- Ice water
- Bottled spring or sparkling waters, regular or flavored with no added sugars
- 100% fruit juice or vegetable juice
- Low-fat or fat-free milk
- Coffee or tea—include low-fat or fat-free milk and non-caloric sweeteners
- Iced tea—unsweetened

Snacks

Consider having only a beverage, but if snacks are requested, here are some suggestions:

- Fresh fruit
- Low-fat or fat-free yogurt
- Whole grain English muffins, small or mini bagels ($\leq 3 \frac{1}{2}$ " diameter) with low-fat cream cheese, all-fruit jam or jelly
- Small or mini muffins (look for whole grain, low-fat, or fruit added)
- Raw vegetables
- Salsa, low-fat or fat-free dip, bean or mustard dip
- Pretzels, baked chips
- Popcorn (low-fat)
- Whole grain crackers with low-fat cheese
- Trail mix with dried fruit and nuts