

# Healthy Events & Meetings

## Checklist

This checklist is useful for any organization to provide a **Healthy Event Environment** that promotes **healthy eating** where foods or beverages are served and promotes **active living** where physical activity is integrated into events when possible.

### Let's Eat for the Health of It

- Ensure food and beverages are necessary at your event. Use incentives other than food to motivate attendance. Consider replacing a snack break with a physical activity break.
- If you are serving a meal or snack, include at least three of the five major food groups (grains, vegetables, fruits, dairy and protein) in the meal and at least two of the five in the snack. Focus on fruits and vegetables, whole grains, low-fat dairy products, and lean meat and non-meat protein options.
  - Make sure most of the food is low-fat, low-calorie, low-sodium and/or low-sugar.
  - Present foods in smaller portion sizes.
  - Provide condiments on the side, such as salad dressings, sandwich toppings or sauces.
  - Consider including nutritional information next to the food being served with facts such as serving size and calorie count.
- Offer water and healthy drinks (100% fruit or vegetable juices, low-fat milk).
  - Avoid soda and sugary juice drinks.
  - Provide tea, as well as coffee.
- Keep food safe to eat.
  - Wash hands before serving food.
  - Keep hot foods hot and cold foods cold.
  - Do not leave foods at room temperature for more than two hours.

#### Sample Breakfast Items:

Fresh fruit, low-fat yogurt, unsweetened whole grain cereals or whole grain toast

#### Sample Lunch Items:

Salads with low-fat dressing on the side, soups that are vegetarian broth-based, 4-ounce meat options with at least two vegetables, whole-grain breads and rolls, baked potatoes with low-fat or vegetable toppings on the side

#### Sample Snack Items:

Raw vegetables with low-fat dip, whole grain muffins cut in half or dried fruit/trail mix

#### Sample Dessert Items:

Naturally sweet fruit salad or whole pieces of fruit. If serving sweets, use smaller sizes, such as individual chocolates, rather than large cakes or cookies.

### Create a Healthy Environment — Don't Just Sit There

Breaks during events are great ways for people to get physical activity built into their day. Physical activity breaks during a meeting sustain participant focus and attention. Remember to be safe and have fun.

- Schedule at least one five-minute stretch break per hour.
  - Simple stretches and yoga poses
  - Chair exercises such as leg lifts and back twists
  - Arm circles

Organization Name: \_\_\_\_\_

Event Title: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_ Event Coordinator Signature: \_\_\_\_\_



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