

GUIDELINES

Healthy Foods
and Beverages
at Meetings,
Gatherings
and Events



SNHD
Southern Nevada Health District

gethealthyclarkcounty.org

GET MOVING. BE SAFE. EAT BETTER. LIVE SMOKE-FREE.

GUIDELINES

Healthy Foods and Beverages at Meetings, Gatherings and Events

Our work environment shapes many of the choices we make, and can either support or hinder efforts to eat well and be active. By simply choosing the right foods and being physically active you can improve your health. We hope the information found in this guide will make it easier for meeting planners to incorporate healthier dietary options and physical activity into meetings. By following these guidelines you can set an example for others, and most importantly you can improve your own health and the health of your employees. So the next time you have a meeting or an event, promote good health by using some of the suggestions listed in this guide.

GUIDELINE 1

Offer healthy food choices at breakfasts, lunches, dinners, receptions and meetings.

There are many healthy and tasty options for food and beverages. Make sure at least one fruit or vegetable is offered with each meal. Many fruits and vegetables are packed with vitamins, minerals and fiber, and are low in calories. Fruit and vegetable trays are also popular and convenient. For healthier beverage options, offer water, milk or 100 percent vegetable or fruit juice.

GUIDELINE 2

Pay attention to portion sizes.

Over the past few years, portion sizes have increased substantially. Larger portions of high-fat, high-calorie foods have contributed to the obesity epidemic in the United States. Bigger is not always better, so offer smaller portions of foods and beverages. We also tend to fill our plates, so offer smaller plates to help people decrease their portion size when hosting an event with a buffet.



GUIDELINE 3

Offer only healthy foods at mid-morning or mid-afternoon meeting breaks.

In America we are surrounded by food all day and every day. Mid-morning and mid-afternoon meeting breaks often involve food and drinks. With the increasing rate of obesity and the difficulty people have controlling their weight, it is important to consider whether or not it is necessary to offer food at mid-morning and mid-afternoon meetings. If you decide to provide food, offer healthy selections like fruits and vegetables or baked pita chips with hummus.



GUIDELINE 4

Stock vending machines with healthy options.

Most businesses have at least one vending machine and it is most likely stocked with chips and candy. Instead of offering only unhealthy options, ask your vendor to stock healthier selections such as pretzels, whole grain cereal bars or trail mix. In beverage vending machines, include water, low-fat milk and 100 percent fruit juices. For more information about standards and stocking healthier options in vending machines, go to page 4.

GUIDELINE 5

Offer a physical activity break during a meeting instead of food.

Instead of offering food during a meeting break, try offering a physical activity break. Meeting breaks are a great opportunity for workers to get a dose of physical activity. Go for a quick walk or initiate stretching exercises. Just remember to have fun and be safe.

GUIDELINE 6

Keep food safe to eat.

When storing, cleaning and cooking food, it is important to keep the food as safe as possible. When preparing food, wash your hands and surfaces often; separate raw, cooked and ready-to-eat food while shopping, preparing and storing; cook and chill foods to a safe temperature; and serve foods safely.

For more information on food safety, go to www.southernnevadahealthdistrict.org. Under "health topics," click on "food safety."

GUIDELINE 7

Identify and promote healthier food and beverage providers.

Healthy food and beverage options can be purchased from many different places. Once you have identified a vendor who is willing to offer healthier options at a reasonable price, compile and share that information with other businesses in the community.

By promoting these businesses with friends and colleagues, it sends a message that healthy foods and beverages are a priority. In turn, this may encourage vendors to carry healthier options and offer them at a lower cost.

GUIDELINES

Healthy Foods and Beverages in Vending Machines

Vending machines are an easy way to increase employee access to healthy foods and beverages at work. Below are guidelines to help ensure your machines are stocked with healthy options.

FOOD

At least 50 percent of foods offered in vending machines should meet the following nutritional standards:

- No more than 30 percent of the calories from total fat (not including nuts and seeds)
- No more than 10 percent of calories from saturated fat
- No more than 35 percent sugar by weight (not including fruits and vegetables)
- No more than 360 mg of sodium per serving
- At least 2 g of dietary fiber per serving
- Low or no trans-fat

BEVERAGES

At least 50 percent of the beverage machine offerings should include:

- Beverages that contain 100 percent fruit or vegetable juice with no added sweeteners
- Water
- Non-fat or low-fat milk
- Beverages (excluding water) that are limited to a portion size no greater than 12 ounces



PRICING/PLACEMENT GUIDELINES

Food items and beverages meeting the recommended nutrition guidelines should be sold at a price that is equivalent to or lower than the price of the remaining items within the vending machine that do not meet the nutrition standards.

The healthy options should be placed within the top third of the vending machine so that they are visible at eye level.

TIPS FOR STOCKING A HEALTHIER VENDING MACHINE

Non-refrigerated Healthier Vending Machine Options

- Canned fruit cups
- Dried fruits
- Pretzels
- Baked chips
- Low-fat popcorn
- Whole grain crackers
- Low-fat granola bars
- Low-fat whole grain cereals
- Low-fat whole grain cereal bars
- Graham crackers
- Animal crackers

Refrigerated/Frozen Healthier Vending Machine Options

- Vegetables
- Fresh fruit
- Fresh vegetable salads with low-fat or fat-free dressing
- Nonfat yogurt
- Frozen 100 percent fruit juice bars
- Water
- 100 percent fruit or vegetable juice
- Nonfat or low-fat milk



SUGGESTED

Foods and Beverages for Meetings and Events

When planning the food and beverages for a meeting, follow these simple suggestions:

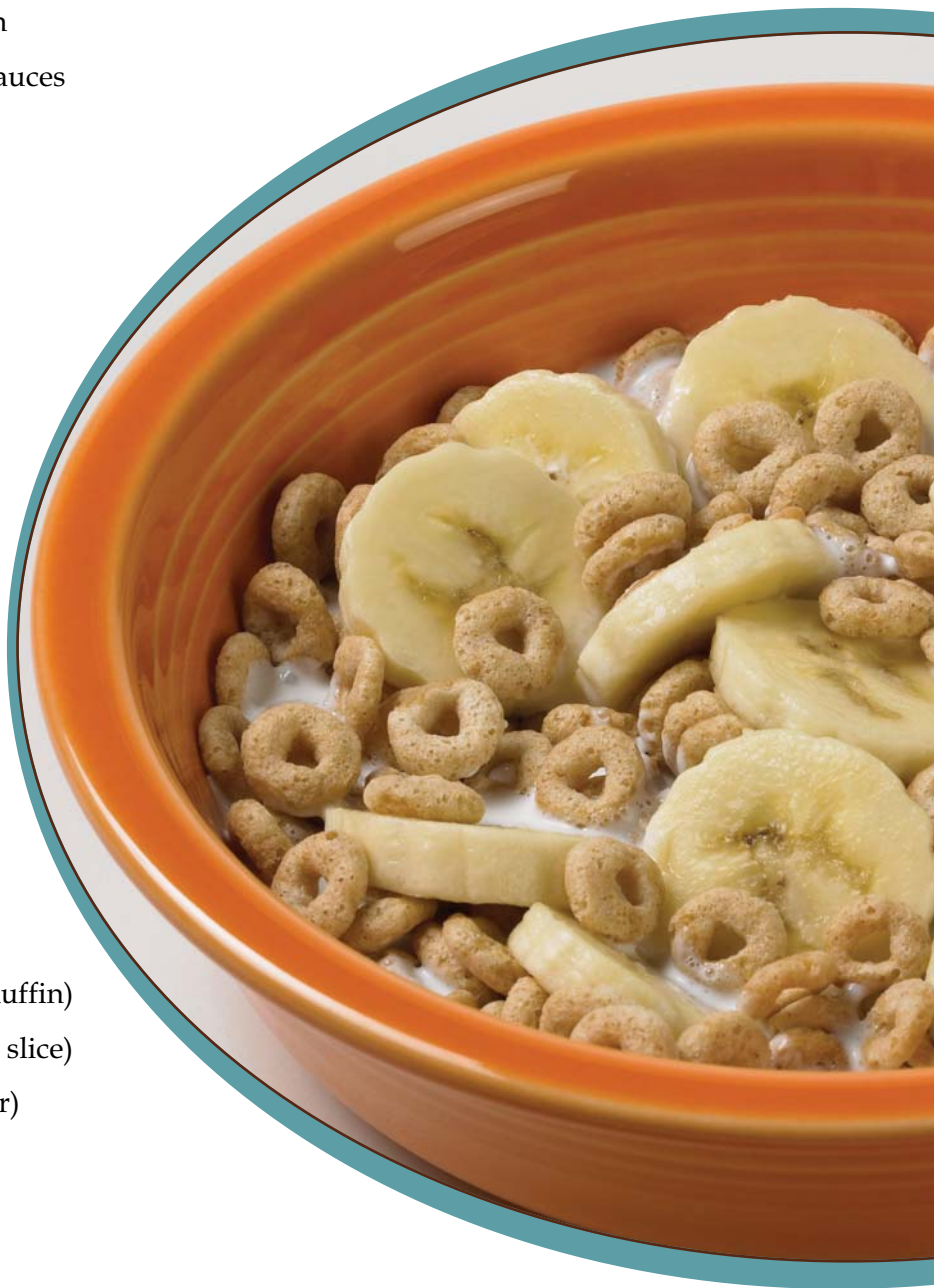
- Ask the caterer to use low-fat or fat-free preparation methods
- Ask for dressing and condiments on the side
- Ask the caterer to provide you with the nutritional information, if possible
- Always offer at least one vegetarian option
- Avoid food with cream, butter or cheese sauces

Suggested Beverages

- Ice water
- Bottled water or spring water
- Flavored water with no sugar
- 100 percent fruit or vegetable juice
- Skim or 1 percent milk
- Hot or cold regular and herb teas
- Regular and decaffeinated coffee
- *To use as creamers:* skim or 1 percent milk or fat-free half and half

Suggested Breakfast Foods

- Fresh fruit
- Fat-free yogurt
- Bagels (3½" diameter or less) with low-fat cream cheese, jam or jelly
- Low-fat mini muffins (5 g fat or less per muffin)
- Low-fat fruit bread (5 g fat or less per 1 oz slice)
- Low-fat granola bars (5 g fat or less per bar)
- Low-fat whole grain cereals
- Low-fat whole grain cereal bars



Suggested Snacks

- Fresh fruit with low-fat yogurt dip
- Raw vegetables with fat-free or low-fat dressing or dip
- Pretzels with sweet mustard dip
- Baked tortilla chips with salsa
- Low-fat popcorn
- Whole grain crackers
- Baked chips
- Plain animal crackers
- Baked pita chips with hummus

Suggested Desserts

- Fresh fruit with low-fat yogurt dip
- Low-fat ice cream or frozen yogurt, sherbet or sorbet
- Angel food cake with fruit topping

Preparing Box Lunches

Use or include:

- Whole grain breads or pita wraps
- Lean turkey and chicken, or tofu
- Cheese (no more than 1 oz. per serving)
- Lettuce, sprouts, tomatoes, onions, pickles, mustard, catsup, low-fat mayonnaise
- Pretzels or baked chips
- Fresh fruit and vegetables

Catering Lunches and Dinners

Use or include:

- Fresh fruit with low-fat yogurt dip
- At least one fresh or cooked vegetable without butter or cream sauce
- Salad with low-fat or fat-free dressing on the side
- Whole grain breads without butter or margarine
- Menu choices that are baked, broiled, steamed or grilled instead of fried or sautéed
- Tomato-based sauces

Catering Receptions

Use or include:

- Fresh fruit with low-fat yogurt dip
- Raw vegetables with fat-free or low-fat dressing
- Pasta, tofu and vegetable salads with fat-free or low-fat dressing
- Fresh vegetable spring rolls
- Vegetable sushi rolls
- Cheese cut into $\frac{3}{4}$ " squares or smaller
- Whole grain crackers
- Poached or steamed salmon
- Lean beef or turkey (1 oz. slices)

SUGGESTED

Alternatives to Traditional Fare

CHOOSE . . .

- Fresh vegetables, cut up and served with low-fat dressing or salsa
- Cut-up fresh fruit
- Grilled or broiled chicken without skin
- Miniature meatballs made with lean meat
- Broiled or poached: seafood: shrimp, salmon, scallops, oysters, clams
- Mushroom caps with low-fat cheese stuffing
- Miniature pizzas made with English muffins, tomato sauce, mozzarella cheese, mushrooms
- Fresh vegetable spring rolls
- Small cubes of cheese
- Angel food cake

Snacks

- Fresh fruits and vegetables
- Whole grain crackers
- Low-fat, “light” popcorn
- Baked or low-fat chips, pretzels
- Dips made from salsa, low-fat cottage cheese, hummus or low-fat salad dressing

Beverages

- Bottled water (plain, spring or flavored with no sugar), coffees or tea, 100 percent fruit or vegetable juices
- Low-fat or skim milk

INSTEAD OF . . .

- Tempura or deep fried vegetables
- Fruit tarts, pie or cobbler
- Fried chicken or chicken with skin
- Large meatballs made with high-fat meat or meatballs served in gravy or sauces
- Deep-fat fried seafood or seafood in high-fat sauces
- Mushrooms with high fat cheese stuffing or mushrooms marinated in oil
- Pizza with pepperoni, Italian sausage or other high-fat meats
- Egg rolls
- Slices of cheese
- Large slices of cake

- Cookies
- Regular crackers
- Regular popcorn
- Chips
- Dips made from mayonnaise, sour cream, cream cheese or cheese sauce

- Soft drinks, fruit-flavored drinks or sweet tea
- Whole or 2 percent milk

CHOOSE . . .

INSTEAD OF . . .

Breakfast

- Fresh fruits, dried fruits, unsweetened juices
- Small bagels (3½" or smaller)
- Small low-fat mini muffins (2.5" or smaller)
- Low-fat granola bars
- Toppings: light margarine, low-fat cream cheese, jam or jelly
- Unsweetened cereals
- Whole grain waffles and French toast
- Lean ham or turkey bacon, or vegetarian sausage
- Sweetened canned fruits and juices
- Regular or large bagels
- Regular or large muffins
- High fat muffins, croissants, doughnuts, sweet rolls or pastries
- Toppings: butter, cream cheese or peanut butter
- Sweetened cereals
- Waffles or French toast made from white bread or flour
- Regular bacon or sausage

Lunches or Dinners

- Salads with dressing on the side
- Low-fat or fat-free salad dressings
- Soups made with vegetable puree or skim milk
- Pasta salad with low-fat dressing
- Lean meats, poultry, fish, tofu
- Baked potatoes with low-fat or vegetable toppings
- Steamed vegetables
- Whole grain bread or rolls
- Margarine without trans-fatty acids
- Fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet and/or angel food cake with fruit topping
- Salads with added dressing
- Regular salad dressing
- Soups made with cream or half and half
- Pasta salads with mayonnaise or cream dressing
- High-fat and fried meats, bacon, poultry with skin, cold cuts, oil-packed fish
- Baked potatoes with butter, sour cream and bacon bits
- Cooked vegetables in cream sauce or butter
- Croissants or white rolls
- Butter
- Ice cream, cheesecake, pies, cream puffs and/or large slices of cake

TRACKING

Caloric and Fat Values in Popular Foods and Beverages

BEVERAGES

ITEM / SERVING SIZE	DESCRIPTION	CALORIES	FAT
Coffee creamer (1 tablespoon)	Fat-free/skim milk	6	0
	Half and half	20	1.7
Milk (8 oz. carton)	Fat-free/skim milk	86	Trace
	Low-fat/1 percent milk	102	2.5
	Reduced fat/2 percent milk	121	5
	Whole milk	150	8
Soft drink (12 oz.) (20 oz.)		150	42 g sugar
		250	70 g sugar*

*equals more than
17 tsp of sugar

BREAKFAST

Total recommended calories and fat for breakfast = 300-400 calories and 13g fat or less (based on 2,000 calories/day for sedentary women and 2,400 calories a day for sedentary men.)

ITEM / SERVING SIZE	DESCRIPTION	CALORIES	FAT
Bagel (3½") (4½")		180	1
		330*	3
Cream cheese (2 tablespoons)	Low-fat	60	2.5
	Regular	100	10
Blueberry muffin (2½") (3½")		160	4
		250	9
Croissant		230	12
Apple danish		260	13
Glazed doughnut		240	14

330*
equivalent to 4
slices of bread

SNACKS

ITEM / SERVING SIZE	DESCRIPTION	CALORIES	FAT
Chips (1 oz., about 12 chips)	Baked or low-fat potato	130	5
	Regular potato	150	10
	Baked or low-fat tortilla	125	4
	Regular tortilla	140	7
Pretzels (1 oz.)		110	1
Chocolate chip cookie (2½" (4"))		50	2
		280	14
Baby carrots (10 pieces)		50	0
Apple	1 medium (1 cup)	65	0
Orange	1 medium (1cup)	85	0
Yogurt (8 oz.)	Nonfat with fruit	230	0
	Low-fat with fruit and low-calorie sweeteners	238	3
	Non-fat with low-calorie sweeteners	125	0

LUNCHES AND DINNERS

Total recommended calories and fat for lunch = 600-700 calories and 23g fat or less (based on 2,000 calories/day for sedentary women and 2,400 calories/day for sedentary men.)

Total recommended calories and fat for the dinner = 700-800 calories and 27g fat or less (based on a 2,000 calories/day for sedentary women and 2,400 calories/day for sedentary men.)

ITEM / SERVING SIZE	DESCRIPTION	CALORIES	FAT
Sauces	Marinara (tomato-based)	50	2
	Alfredo (cream-based)	200	15
Salad dressings	Fat-free	50	0
	Regular	150	16
Submarine sandwich (6")		456	19
Tossed salad without dressing (1½ cups)		33	0
Pasta with meatballs in tomato sauce (9 oz. or 1½ cups)		309	12
Beef stir fry with white rice (9 oz. or 1½ cups)		433	5

* Equals 7 tsp of fat

Bakery-style cheesecake (<i>1/10 slice of 12" cake</i>)	460	30*
Vanilla ice cream (<i>1/2 cup</i>)	140	7

RECEPTIONS

ITEM / SERVING SIZE	DESCRIPTION	CALORIES	FAT
Pasta salads (<i>2 tablespoons</i>)	Low-fat Italian dressing	190	2
	Regular creamy dressing	350	22
Chicken egg rolls (<i>3 1/2 oz.</i>)		215	10
Fresh vegetable spring rolls (<i>3 1/2 oz.</i>)		80	3
Buffalo wings (<i>1 wing</i>)	Barbecued	85	6
Chicken drumette (<i>1 drumstick</i>)	Barbecued	85	6
Snack crackers (<i>approx. 8 crackers</i>)	Reduced fat whole grain	120	3
	Regular butter flavored	130	7
Cake (<i>3" x 2 1/4" piece</i>)	Angel	130	Trace
	White	190	5
	Chocolate	200	8
	Carrot	240	11



SAMPLE

Healthy Food Policy

For use within any organization/agency or community group where foods or beverages are served.

Whereas: {name of organization} is concerned about the health of our {employee or members}:

Whereas: People have become more interested in eating healthier and becoming more active.

Whereas: Foods such as fruits, vegetables, whole grain breads and pastas, and low-fat dairy products are better choices for preventing many diseases:

Therefore: Effective {today's date}, it is the policy of {name of organization} that all activities and events *(examples include meetings, potluck events, catered events, community-sponsored events, health fairs)* sponsored or supported by this organization will always include opportunities for healthy foods and beverages by:

Purchasing and serving one or more healthy choices

- Fruits and vegetables- including fresh, frozen, canned or dried fruits, 100% fruit juice and fresh frozen or canned vegetables
- Low-fat milk and dairy products- including skim/ non-fat milk (also lactose-free): low-fat and fat-free yogurt: cheese and ice cream: and calcium fortified soy beverages
- Foods made from whole grains, including low-fat whole wheat crackers, bread, pasta, cereal, low-fat baked tortilla chips or pita bread.

Always providing water

Identifying healthy eating opportunities

Examples include restaurants, caterers, and farmer's markets, wherever healthy food options are available

Providing encouragement for others to enjoy healthy foods

- Examples include community promotion of healthy lifestyles, and group leaders being role models for healthy food choices.

Signature _____

Title _____

Name of organization _____

Date _____

CREDITS

The Southern Nevada Health District's *Guidelines for Healthy Foods and Beverages at Meetings, Gatherings, and Events* was adapted from:

- *Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events* developed by the Public Health Nutrition faculty, staff and students, Division of Epidemiology, School of Public Health, University of Minnesota, 2003.
- *Meeting Well – A Tool for Planning Healthy Meetings and Events*, American Cancer Society, 2000.
- *Eat Smart, Move More . . . North Carolina: Guidelines for Healthy Foods and Beverages at Meetings, Gatherings and Events* developed by the North Carolina Division of Public Health—Physical Activity and Nutrition Branch, Chronic Disease and Injury Section.