

# Guidelines for Healthy Meetings *Checklist*



Help Nebraskans eat nutritious foods and be more physically active by hosting healthy meetings and events. This checklist is designed to help guide you through the healthy meeting planning process. See the back side for additional ideas and a sample menu. By hosting healthy meetings and events, your organization will serve as a role model for other partnering organizations. Thank you for showing that you care.

**When meeting with the catering staff or planning committee, discuss the following suggestions and check those that apply. Reference the reverse side for more ideas on healthy meeting foods and activities.**

## *Check the following items*

Catering Services has agreed to serve:

- Appropriate portion sizes ... especially for meat (2-3oz), muffins (2" diameter), bagels (cut into 1/2 or 1/4).**
- Foods that are low in total fat, saturated fat, sodium, and added sugar**
- Breads, cereals, pastas, crackers that are 100% whole wheat or whole grain**
- Fruit and vegetables with meals and at breaks**
- Vegetarian entrée option**
- Nonfat or 1% milk, 100% fruit or vegetable juice, or unsweetened iced tea instead of soda**
- Bottled water or pitchers of water**

## *Check the following items*

The Planning Committee has agreed to select:

- A meeting site where participants can easily and safely take a walk**
- A walking map or pedometer (or other physical activity support) in conference packet**
- A morning and/or afternoon break dedicated to physical activity...be sure to note it on the agenda!**
- A smoke free meeting site**
- A meeting site that will provide appropriate accommodations for breastfeeding mothers**

# Ideas for Healthy Meetings or Events



## Breakfast

- Fresh Fruit
- Yogurt – low or non-fat
- Hard cooked or scrambled eggs
- Whole grain French toast or multi-grain pancakes
- Bagels cut into halves or quarters; serve mini-bagels (3 1/2" diameter or less)
- Small muffins (2 1/2" diameter or less) – bran, oatmeal, multi-grain
- Whole grain toast or English muffins
- Low-fat granola or granola bars (5 grams of fat or less/bar)
- Whole grain cereal
- Canadian bacon or thinly sliced ham

## Beverages

- Water (pitchers or bottled) - serve with fresh lemon or lime
- Hot tea or unsweetened iced tea
- Assorted 100% fruit or vegetable juices
- Coffee with non-fat or 1% milk
- Non-fat or 1% white milk or low-fat chocolate
- Soft drinks – choose diet, limit choices, serve 8 oz cans

## Morning or Afternoon Snacks

- Consider whether it is necessary to offer a morning and afternoon food break
- Fresh sliced fruit and fresh vegetable tray – served with low-fat dips
- Bowl of whole fruit – apples, bananas, oranges, pears
- Cubed cheese with whole wheat crackers
- Pretzels, popcorn, baked chips, trail mixes
- Granola bars – low fat (5 grams of fat or less/bar)

## Lunch/Dinner

- Soups – vegetarian broth based, not cream based
- Baked potato with low-fat condiments, baked sweet potato
- Pasta salads with low-fat dressing and extra vegetables
- Sandwiches served on whole grain breads, wraps, or pitas; served with low-fat mayo
- Salad that includes a variety of mixed salad greens; served with low-fat dressing
- Vegetables – steamed, fresh, or cooked without butter or in cream sauces
- 2-3 oz serving (equal to a deck of cards) of lean red meats (loin, round), poultry, fish
- Desserts: frozen yogurt, low-fat ice cream, sorbet, apple crisp, baked apple, poached pears

## Physical Activity

- Stretch break with resistance bands
- Pedometers in conference bag; prize is given to attendee with most steps
- Include an hour lunch break; 20 minutes for physical activity and 40 minutes for meal
- Organize a morning fun run/walk; participants receive a free t-shirt

# Sample Menu

<p><b>Breakfast:</b></p> <ul style="list-style-type: none"> <li>• Mini whole grain bagels with assortment of reduced fat cream cheese &amp; peanut butter</li> <li>• Fresh fruit bowl</li> <li>• Hard boiled eggs</li> <li>• 100% juices, low fat milk, coffee, hot tea, water</li> </ul>	<p><b>Break:</b></p> <p>Include a physical activity break with 1 or 2 of the following:</p> <ul style="list-style-type: none"> <li>• Bowl of whole fruit</li> <li>• Cheese and whole grain crackers</li> <li>• Low-fat Granola Bars</li> <li>• Assorted bottles of 100% juice, bottled water, and unsweetened tea</li> <li>• Vegetable tray with low fat dip</li> <li>• Trail mix</li> <li>• Bags of baked chips</li> </ul>
<p><b>Lunch:</b></p> <ul style="list-style-type: none"> <li>• Chicken salad mixed with apple chunks and grape halves; served on whole grain bread and made with low-fat mayo</li> <li>• Veggie cup (grape tomatoes, broccoli, cauliflower, baby carrots, red pepper strips) tossed with low-calorie italian dressing</li> <li>• Vegetarian Option: Bean and rice burrito with grilled mixed veggies</li> <li>• Sorbet cup</li> <li>• Low-fat white or chocolate milk, unsweetened iced tea</li> </ul>	<p><b>Dinner:</b></p> <ul style="list-style-type: none"> <li>• Baby spinach salad with sliced strawberries and slivered almonds; served with low-calorie raspberry dressing on the side</li> <li>• Whipped sweet potatoes (whipped with low-fat milk)</li> <li>• Steamed snap peas</li> <li>• Grilled 3 oz top sirloin steak topped with grilled mushrooms and onions</li> <li>• Vegetarian Option: Stuffed baked potato (meatless chili and broccoli)</li> <li>• Angle food cake with fresh raspberries and light whipped cream</li> <li>• Coffee, hot tea, unsweetened ice-tea, water</li> </ul>